

DLIS-02



KKHSOU

DIPLOMA IN LIBRARY AND
INFORMATION SCIENCE

LIBRARY MANAGEMENT



কৃষ্ণকান্ত সন্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়
KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

Library Management

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COURSE - 02

LIBRARY MANAGEMENT

Diploma in Library and Information Science

Library and Information Science

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Library Management

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COURSE INTRODUCTION

This Diploma Programme in Library and Information Science has been developed keeping in view of the requirements of lower category of professionals in the library. It will meet the need of the Library Attendant, Library Clerk, and Library Assistant in the college, university, public and special libraries. It will also help the library-in-charges of school, NGO, Community Information Centre and rural libraries. Besides, this preliminary programme will also help you to go and prepare for higher studies in Library and Information Science.

The library is an essential component of any educational system. This programme will introduce you to this integral and essential part of the educational system, the library resources and services. It will also help you to explore the different sources of information, different library tools and so on.

The Diploma in Library and Information Science shall consist of six courses and are of one year duration. The one year duration of the programme will help you to get insight into all the major areas of library operation.

This is the second course of the Diploma in Library and Information Science (DLIS). This course includes six self-learning units.

While going through the units, you will notice some along-side boxes, which have been included to help you know some of the difficult, unseen terms. Some “Activity” has also been included to help you apply your own thoughts. Again, we have included some relevant concepts in “Let Us Know” along with the text. Some questions are there in the “Check Your Progress”. These have been designed to self-check your progress of study. It will be better if you solve the problems put in these boxes immediately after you go through the sections of the units and then match your answers with “Answers to Check Your Progress” given at the end of each unit. Solving the “Probable Questions” will help you to prepare for the term-end exam. The books that are listed under the “Further Readings” have been consulted in the preparation of the concerned unit. Though it is not mandatory but at times you can go through them to further your knowledge about the topic. At last, if you have any point of clarification or suggestion, please feel free to write to us by post or email.

UNIT 1: SECTIONS OF THE LIBRARY (1)

UNIT STRUCTURE

- 1.1 Learning Objectives
- 1.2 Introduction
- 1.3 Administrative Section
- 1.4 Budgeting and Finance Section
 - 1.4.1 Finance
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 - 1.5.1 Book Selection Theories
 - 1.5.2 Identification of Material for Selection
 - 1.5.3 Verification of Bibliographic Details
 - 1.5.4 Selection of Documents
 - 1.5.5 Mode of Collection Development
 - 1.5.6 Selection of Vendor
 - 1.5.7 Book Order
- 1.6 Let Us Sum Up
- 1.7 Further Reading
- 1.8 Answers to Check Your Progress
- 1.9 Probable Questions

1.1 LEARNING OBJECTIVES

After going through this unit you will be able to

- Discuss the administrative job in a library;
- Explain the budgeting and sources of finance in the library;
- Describe the function of the book selection process.

1.2 INTRODUCTION

The sections or parts of the library depend on how big the library is and what its resources and collections are. Sometimes, they are also based on the type of library i.e. whether it is a school library or a public library or a college or university library.

In this unit we will discuss the different sections of the library that comprise an integral library system. The main focus in this unit will be on the function and activities of administrative section, budgeting and finance section and book selection section of the library.

1.3 ADMINISTRATIVE SECTION

The administrative section of a library is the nerve centre to the entire administrative system of the library. It aims to assist the establishment activities of the library. It is staffed with skilled and partially-skilled personnel for handling the task of management and finance, which involves the tasks such as building cleanliness, building maintenance, lift maintenance, central air conditioning maintenance, vehicle maintenance, staff safety, staff leave and staff matters, payment processing, revenue collection, etc. This section also ascertains that all circulars, rules and regulations are upheld and keeps and maintains the records pertaining to various budgetary provisions of the library like salary, expenditure and other matters pertaining to physical stock and infrastructure of the library. More long-term issues include the planning of the construction of new libraries or extensions to the existing ones.

1.4 FINANCE AND BUDGETING SECTION

The word “Finance” means obtain or provide money for some programme or activity and budget is a list of all planned expenses and revenues.

1.4.1 Finance

The word “finance” is used to express any statement of monetary accounts or comparison of income with expenditure. Broadly speaking, finance is concerned with obtaining funds and making the optimal use of these funds. It is the life blood of any institution or firm and is essential for its effective functioning.

Finance plays a very important and significant role in the organization and management of the libraries. Libraries are not profit making institutions; they are spending institutions. Once a library has been established then funds would be required on a recurring basis to maintain it in proper order and shape. It heavily depends on the continuous supply of funds for organizing their activities, programmes and services. In addition, libraries are growing organizations, larger a library grows; the more money it might require for its maintenance it. So, for continuous supply of funds there should be some assured sources of income for each and every library.

a) Sources of Fund for the Library: Different types of libraries receive funds from different sources, though some of them are common to all types of libraries.

i) *Funds from Parent Organization:* The university libraries get financial support from their respective universities out of their own funds; college libraries get financial support from the college budget. Same is the case for school; which is fully financed by the school management. Libraries attached to other teaching institutions are also fully financed by the management of the concerned institution.

ii) *Grants from UGC:* UGC is the second major source of income to the college and university library. The UGC grants are mainly plan grant which are mainly of three types:

- Recurring grants;
- Non-recurring grants;
- Adhoc grants.

The recurring grants are given for the purpose of books and periodicals, maintenance of regular services and for anticipated contingency. The non recurring grants are given for specific equipment. The adhoc grant is given for specific purposes on the recommendation of the various visiting UGC groups.

iii) *Grants from Raja Rammohun Roy Library Foundation (RRRLF):* RRRLF is an autonomous organization under Dept of Culture, Govt of India and it provides book assistance (matching and non matching grants) and financial assistance to different kinds of libraries.

iv) *Library Legislation:* Library tax / rates form the basis of financial support for public libraries in the states having library legislation. Library rate is levied by a local authority but the tax is levied by state or central government.

v) *Central Government Grants:* The central universities are directly funded by the Central government (Ministry of Human Resource Development) through UGC.

vi) *State Government Grant:* The maintenance of state universities depends on the grants of the State government. The government grants are not directly given to the academic libraries. Government provides grants for parent organization and then the parent organization allots the necessary share to the library. The grants given by state government to the libraries of various universities are mainly non-plan grant.

In case of a school library in some cases the state government, municipal bodies, local bodies or other organizations give funds occasionally. The government schools get full assistance from the state government.

vii) *Fees and Caution Money:* Almost each academic library charges fee from the students who become their members for the use of the library whether it is a university library or school library. But, the amount of library fee is usually so meager that it cannot be considered a dependable source of finance. Many libraries receive caution money from the reader. It is refundable and is refunded when a reader surrenders his/her library membership. But its interest may become a source of income for the library.

- viii) *Fine and Penalties*: The libraries can impose fine and penalties for the late return of books or against losses or misuse of books. But it is not enough to be considered as a source of finance because its main aim is to compel the users to return the borrowed books in time and not to damage it.
- ix) *Research Activities*: When research projects are approved by the UGC, the government departments like DST, CSIR, Planning Commission, etc or other agencies like ICSSR, ICHR, ICPR, etc, a part of the research grant is kept for books and journals which, after the completion of the project, are to be deposited in the university or college library.
- x) *Endowment and Private Donation*: Libraries sometimes receive gift both in cash and kind from various sources. Generally, people with charitable bent of mind and those who love learning and believe in imparting learning to their fellow-beings donate a good number of books from their own collection. But these endowments and private donations are not permanent sources of finance and the libraries cannot depend on them.
- xi) *Sale of Publication*: The library helps a university in publications and some libraries may have their own publications. The sale proceeds of these publications go to the library. Some big libraries publish and sell catalogues, bibliographies, etc. and thereby raise their funds.

The income from all these publications should not be considered as a source of revenue since these publications should be made available to the user on no profit no loss basis so that the readers may be made interested in using the library resources.

- xii) *Income from Service*: Libraries generally provide reprographic, translation, services and do charge subsidized rates for such works. These also form a source of income for the libraries.
- xiii) *Other Sources*: Libraries can also generate their funds by sale of waste papers, money received from rent of the seminar hall

of the library, etc. All these also form a small source of income for the library.

Library tax/rates form the basis of the financial support for public libraries in the states having library legislation. In college libraries, library fee and grants from the state and Central Government are the main sources. In a special library, money would come from the parent body. In case of the Central University libraries, UGC is the source. Gifts and endowment are not very common.

1.4.2 Budgeting

Budget is defined as “an estimated often itemized or expected income and expense or operating results for a given period in the future”. Thus, a library budget is an estimate of the expected income and expenditure of the library for the coming year. As a budget is an estimate, it can be altered if and when the circumstances change. It needs to be flexible enough to meet the changing needs. In a budget, the diversion of funds should not be done for some unnecessary events or causes and it is actually not permitted.

a) Need and Purpose of Library Budget: Since a library is a non-profit organization, the financial responsibility on its part is much more important. The need and purpose of library budget can be looked at from the following points

- i) Through budgeting a library is able to limit its expenditure to its income;
- ii) A budget helps to spend the finance in a systematic way;
- iii) Budgeting is the primary means by which formulated plans can be carried out;
- iv) It serves as an effective management tool.
- v) It gives overall direction to the library services;
- vi) It coordinates all administrative functions by guaranteeing exchange of information on policies, program and finance;

vii) It is a most important control device to measure the programmes of a library and their effectiveness;

viii) It reflects the goals and objectives of the library.

b) Budgeting Method: The following methods are generally used in budgeting

- i) *Line Item:* Here the expenditure is divided into broad categories such as salary and wages, books and periodicals, equipment, binding, stationary, miscellaneous, etc. However, this brings inflexibility, whereby money from one item cannot be shifted to another one easily.
- ii) *Lump Sum:* In this approach a certain amount of money is allocated to the library, the libraries decide as to how that amount is going to be allocated to different categories.
- iii) *Formula Budget:* Here predetermined standards are applied for the allocation of money. The formula is mechanical and easy to prepare.
- iv) *Performance Budget:* It based on the expenditure for the performance of activities of a library. It gives justification for and description of services to be achieved by the proposed programme.
- v) *Programme Budgeting:* It is concerned with activities of organization but individual items or expenditures are ignored.
- vi) *Per Capita Method:* In this case a minimum amount per head of the population is fixed and financial estimates are prepared accordingly.

In case of university and college libraries, the UGC Library Committee way back in 1957 suggested for a provision of Rs. 16 per student and Rs. 200 per teacher. Kothari Commission in 1966 suggested for allocation of Rs. 25 per student and Rs. 300 per teacher.

vii) *Proportion Method*: In this method a certain proportion of the general budget of a parent organization / state is recommended for providing library services.

Dr. S. R. Ranganathan suggested that 6% of the education budget of a local /state / federal government, as the case may be, should be earmarked for public library purposes. UGC Parry Committee (UK) suggested that 6% of the total budget of a university may be provided to university library. Education Commission recommended that 6.5-10 percent of the total university budget should be spent for the university library.

viii) *Method of Details*: In this method all the items of expenditure of a library under various heads and subheads in detail are calculated. The expenditure should be estimated under non recurring expenditure and recurring expenditure. It is generally done by projecting current expenditure to the next year adding the increase of cost.

The UGC Library Committee (1957) staff formula can be used to determine the number of staff and their pay scale. The cost of books and other reading materials can be based on the number of students and teachers. 5% of the total cost of books is allocated to stacking, storing, and serving of books.

ix) *Planning Programming Budgeting System (PPBS)*: PPBS is a technique which combines the best of programme budgeting and performance budgeting. In this method the emphasis is given on the planning of the total system, the different parts of the system and their expected level of performance. All these are considered for assigning the cost of the whole system.

x) *Zero Based Budget*: It was developed by Peter Phyor to achieve greater effective planning and fiscal control. The

term “zero based” is derived from the first step in the process- the development of a hierarchy of functions based on the assumption that the unit or agency is starting operation for the first time (i.e point zero). Thus, the focus of budgeting is on the purpose(s) of the unit and on the function which it should perform so that it meets the reason for its existence. Basically, it is not concerned with what happened previously but rather with what is required to be done in future.

c) Expenditure: While estimated expenditure is planned three factors are kept in mind

- i) Comparison with past expenditure;
- ii) Budgeting in accordance with the work programme and
- iii) Using arbitrary stands and norms.

Depending upon the size of the library, the types of library expenditure headings vary. The general forms of expenditure which can be applied to all types of libraries are given below.

Sl. No.	Item	Percentage of Total Budget	
		Initial	Recurring
1)	Salaries a) Basic Salary b) DA c) PF	20%	65%
2)	Equipment and furniture	30%	5%
3)	Books a) Reference collection b) New books c) Others	15%	10%
4)	Periodicals a) Back volumes b) Annual subscription	20%	10%

5)	Binding and repairing of documents	2 ½%	2 ½%
6)	Microfilming and digitization	7 ½%	2 ½%
7)	AMC	-as needed-	-as needed-
8)	Contingency(stationary item, printing, Photostat, postage, telephone, electricity bills, etc)	2 ½%	2 ½%
9)	Miscellaneous (overtime allowances, insurance premium)	2 ½%	2 ½%
10)	Imprest Money (Sundry expenditure or the money which is kept for unforeseen events)		

In the above table, expenditure with regards to gift and exchange are excluded as they cannot be foreseen with any possible precision.

In case of a new library, the initial costs as well as the operating budget require some special consideration. But in case of an existing library only the operating budget items need to be considered. As the library does not usually have all its functions at the start, the total staff is not required at the initial state; consequently, the recurring expenditure on salary will be about three times of that obtaining at the beginning.

The cost of the library building and its maintenance usually form part of the budget of the organization as a whole and, therefore, this has been excluded from the library budget. If, however, the library has its separate existence, a sizable initial cost and a proportionate cost of maintaining will have to be provided in the budget. Any good architect will be able to give these estimates.

The expenditure in a special library is higher than that in a general library as it involves more amenities and the use of many costly machineries and gadgets.

d) Accounting and Reporting: Accurate records regarding the amount paid out, encumbered and unspent are maintained by the accounts section. To ensure proper utilization of grants, an Account Register should be maintained to watch the expenditure. A Ledger should be maintained with double entry system. Receipts and expenditure items should be entered regularly in the said ledger. In addition to this ledger, a Cash Book in which daily transactions are to be entered and a Budget Allotment Register, department wise and objective wise, should be maintained so as to know easily and with accuracy as to how much amount has been spent and how much remains in balance. Monthly reports should be prepared regarding this. The reporting should be done to the users, library staff and higher authorities. This may appear an annual report of newspaper article or radio talk or in some other form.

1.5 BOOK SELECTION SECTION

A library, however large it may be, cannot store all the materials and all the users of a library will not be interested in all the materials kept in it. All the materials will not be used by all the users in a library. So, here arises the need of selection of library materials.

a) Collection Development: The library collection development is the process of planning and acquiring a balanced collection of library materials of many formats, including books, periodicals, online resources, and other media. It is sometimes considered as synonymous to "Collection building", which means that there are already nuclei of collection in the library and the librarian is going to build up the collection. But collection development is a term different from collection building, since the word "development" implies qualitative improvement of the collection, whereas building a collection is likely to mean the



Exponential Growth:
Growth becoming faster
and faster.

planned and systematic development of an already existing collection. It occasionally involves the selection and acquisition of materials, as said by Shipman. Harrod's Librarian Glossary (6th edition) defines "collection development" as "the process of planning a stock acquisition programme not simply to cater for immediate needs but to build a coherent and reliable collection over a number of years, to meet the objective of the service".

The proliferation of publications in various physical formats made the **exponential growth** of literature and all these materials are the record of intellectual endeavours on one hand and on the other hand these are the vehicle of communication for transmission of information and knowledge. Since the basic purpose of the library is to facilitate the process of communication so all the above materials should be collected to grow the library holding and to meet the ever increasing need and requirement of the users as far as possible. This continuous process of acquiring the reading material is known as **collection development**. Collection development is an expansion of book selection by enlarging the kinds of materials to which selection principles have been applied, making the collection a total holding at any particular point. It is also a process of maintaining a balanced, consistent and user responsive collection in the library.

The process of collection development includes selection of current as well as retrospective material, weeding out of obsolete, irrelevant, unused and not-to-be-used materials. Evaluation of existing holding should be made for the identification of adequacy and gaps. The gaps should be filled according to the user's need.

Paul Mosher explains collection development as "a process that should constitute a rational documented programme guided by written policies and protocols and should reflect in sense a contrast between library users and library staff as to what will be acquired, for whom and at what level".

Collections are developed by librarians and library staff by buying or otherwise acquiring materials over a period of time, based on the assessment of the information needs of the library's users. In addition to ongoing materials acquisition, library collection development includes:

- i) The creation of policies to guide material selection.
- ii) Replacement of worn or lost materials.
- iii) Removal (weeding) of materials no longer needed in the collection.
- iv) Planning for new collections or collection areas.
- v) Cooperative decision-making with other libraries or within library consortia.

b) Collection Development and Book Selection: The librarian knows that collection development begins with book selection. Some assume that they are same and the terms are interchangeable; others assume that collection development is a broader term for the same old job, namely, acquisition, but actually collection development is very much different from the term "book selection" both conceptually and operationally.

The library collection and its development determine the nature and the characteristics of the library not only in the holding but in service pattern also. So the librarians should be acquainted with the user needs and requirements and the users should be requested to advise the librarian about their needs. In this way it is a two way job.

c) Objectives of Collection Development

- i) A library should acquire and provide all the relevant reading materials to its clientele so that the basic function of the library are fulfilled from the vast amount of literature, which are also increasing day by day.
- ii) A library should acquire all other books on the related topics;
- iii) A library should contain all the reading materials pertaining to the history and culture of a particular country, city, place or institution as the case may be.

d) Need of Book Selection

- i) The world of book is so large that a library, however large and resourceful, cannot procure all the materials published and available in the market;
- ii) The library collection is meant for the user of a particular library so that library collection should commensurate with the need and requirement of the users;
- iii) The physical limitation of storage naturally imposes the necessity for selection.

e) Factors that Influence Book Selection: Selection of the library materials is of prime importance in a library. The librarians with the concern of library staff and with the help of various user groups should perform the job of selection of the library material. In selection process the following factors should be considered.

- i) *The Library:* The kind, objectives, size and goals of the library, specialization areas of the library;
- ii) *Users:* Need and demand, requirement and intellectual level of the users, the number of users;
- iii) *Existing Holding:* The number of books, its nature and characteristics which are already present in the collection; the merits of the books which are going to be selected;
- iv) *Fund:* The amount allotted for acquisition of books/journals.

1.5.1 Book Selection Theories

There are some principles of selection of documents which guide the librarian in making a judicious choice of a document and thus help to develop a meaningful collection of documents in the libraries.

- i) *L. R. McColvin: Theory of Book Selection (1925):* According to L. R. McColvin books in themselves are nothing. They have no meaning until they are made serviceable by demand. So he gives much stress on demand and gives stress on the selection of only those documents which are demanded by the users for their information needs.

- ii) *Drury: Book Selection (1930)*: It states to provide the right book to the right reader at the right time. In this principle the reader is the central theme. A document is right or otherwise is to be provided when the user needs it for use. The selector should know the users and their requirements. He should select only that material which caters to the informational educational and recreational needs of the users.
- iii) *Haines: Living with book (2nd ed, 1950)*: The first edition of ***Living with Books*** appeared in 1935. It was one of the first true textbooks aimed at training librarians in the art of book selection. Although Haines died in 1961, her legacy continues to be felt. Through the 1970s, *Living with Books* remained the standard text on book selection, and it is still referenced on many collection development course syllabi.
- iv) *Ranganathan: Library book selection (1952, reprint 1990)*: The first three laws of library science enunciated by Ranganathan are also helpful in formulating the principles of selection of the documents for libraries.
- v) *Dewey's Principle*: According to Dewey, the library should select the best documents within the finance available, which may satisfy the information need of the maximum number of users.

Besides the above, we may mention Rovert Broadus' *Selecting Materials for Libraries*, 2nd ed. New York: H.W. Wilson Co, 1981 and *Building Library Collections*: 6th Ed. By: Arthur Curley, Dorothy M. Broderick, and Published: January 1985 as important books on book selection.

1.5.2 Identification of Material for Selection

Identification is locating and identifying potentially worthwhile items to be added to the collection(s) of a library. Identification aids for books are

- i) *Bibliographies*: Bibliographies are a systematic list of books and other works such as journal articles.

- ii) *Best Books Guides*: Best Books Guide covers the reviews of current works and important books from the past.
- iii) *Publisher's Catalogues*: The systematic listing of the books published by a publishing company.
- iv) *Reviews*: Scientific and technical periodicals, newspapers, trade journals, having book review columns are important sources of book selection. The critical and evaluative reviews by subject experts and specialists are the best means for evaluating books.
- v) *Citation Analysis Tools*: The citation analysis tools compute various impact measures for scholars based on data from citation indices.
- vi) *Online Databases*: An online database is a database accessible from a network, including from the Internet.
- vii) *Electronic Resources*: the term "electronic resource" describes all of the information products that are provided through a computer network. This includes electronic books and journals, bibliographic databases, and library website pages. Eg. Amazon.com (<http://www.amazon.com/>), Google Books (<http://books.google.com/>), etc.
- viii) *Syllabus of Courses in the Parent Organization*: In case of academic library, the demand and need can also be ascertained by consulting the syllabus of the courses offered by the parent organization.
- ix) *Library Statistics*: Statistics relating to books circulated from, and consulted in, the library to know what types of books are heavily used.
- x) *Library Users' Recommendation*: Suggestions from readers' indents from subject experts or departments.
- xi) *Library Staff*: Suggestions from the library staff working in the service departments.

For each item selected from these tools, a book selection slip should be prepared. The book selection slip should be grouped on the basis of subject or some other criteria.

Book Selection Slip (7.5X12.5 cm)				
Book selection slip no:				
Author:				
Title:				
Edn:		Place:		Publisher:
Yr.:		Price:		Copies:
Material type:	Paper / CD / DVD / Online / Other			
Acc. No:				
Fund:				
Vendor:				
Order No.:				Date:
Bill No.:				Date:
Job Done	Date	Initial	Reason (If any)	
Selected:				
Verified:				
Rejected:				
Deferred:				
Approved:				
Accessioned:				

1.5.3 Verification of Bibliographic Details

After entering the essential description in the book selection card the description of the item should be verified by the library staff for its accuracy. If the book selection card was filled in by the library staff, then this process is only to examine where he/she correctly puts the details from the source document to the book selection card or not. In case the book was recommended by the user the library staff can verify the details by the following means

- i) If any copy of the book is already available in the library, then the original copy can be consulted for verification
- ii) By consulting Bibliographies, Best Books Guides, Publisher's Catalogues, Book Reviewing periodicals.

- v) Verification of the details can also be done by consulting online citation analysis tools, online databases, and other electronic resources like searching over Google search engine and so on.

After verification, the “verified” data should be included in the card.

1.5.4 Selection of Documents

Selection means taking into accounts the books that have been identified and chosen by faculties or other library users. Out of these books the ones are actually to be added to the collection(s) are selected. In this step, preliminary checking should be done so that the items available in the library or those on order do not get selected. The checking should be done with order tray, bills awaiting payment, public catalogue (i.e OPAC), etc. If the sufficient number of copies of the book are already in the available collection then these titles should be rejected. If the present budget cannot accommodate the cost of the item, then the item may be deferred for acquisition or otherwise it may be purchased.

In many libraries, there is a book selection committee that consists of the librarian, library staff, subject experts, board of management, and representative from users, volunteers, friends, and patrons of the library. The ultimate responsibility for book selection rests with the librarian. The acquisition staff is there to help him/her.

1.5.5 Mode of Collection Development

The following mode of collection development may be used by a library after the selection of the document

- i) *Gift*: A library may acquire material by gift. If serious efforts are made a library may succeed in acquiring rare and special books from the individuals;
- ii) *Exchange*: Certain materials are not available for purchase. Such materials may have to be acquired by exchange with other institutional other publications;

- iii) *Membership*: Sometimes a library or its parent body becomes a member of society or organization whereby it might be possible to get certain materials free of charge or at a cost lower than the usual.
- iv) *Purchase*: A document should be purchased if it cannot be acquired by exchange or gift or by virtue of membership.

1.5.6 Selection of Vendor

Before placing the book for order the librarians should consider whether the particular title can be acquired by gift, donation, by virtue of membership and so on. If not, then only should it be considered for acquisition by way of purchase.

The vendor to be selected should be the one that is known to provide prompt and satisfactory service. He should be honest in his dealings and must have a good reputation. In case of titles published by learned societies, organizations, and institutions, it is often preferable to place order directly to them for availing huge discounts.

The Good Offices Committee (GOC), New Delhi is a voluntary organization formed by representatives of the book trade and libraries to standardize and introduce uniform terms of book and periodical supplies to libraries. The committee meets at regular intervals and after taking into consideration the fluctuations in currency rates it decides the rates conversion. It has also laid down discount rates for different categories of books and periodical publications as well as other terms for the book suppliers. As a result, there should be ordinarily no necessity for calling for tenders and quotations, etc. for purchase of books and periodicals from Indian vendors. A library should agree to abide by the terms laid down by the Good Offices Committee and place order with the vendor who agrees to these terms.

The different practices followed by libraries in the choice of the supplier are:

- i) *Tender Method*: In tender method, every book list of finally selected items is circulated among a number of booksellers who are invited to quote their lowest prices for each item. The order is placed for each item with the firm offering the lowest price.
- ii) *Quotation Method*: In this method, quotations are invited for various categories of documents along with trade discounts admissible in each case. This is done usually prior to the beginning of the financial year. The supplier for each category is fixed finally on the basis of the most economic terms offered.
- iii) *Standing Vendor Method*: A standing vendor is one who is appointed as the authorized supplier to library for a specified time, generally for a year or two, under prescribed terms and conditions of supply.
- iv) *Books – on – Approval Method*: In this case reputed publishers will be sending their new titles as and when published to the library directly. These items are accepted after due process of selection. The formal order will be placed with the local bookseller named by each publisher. Sometimes the local booksellers, at frequent intervals, bring some recent publications for approval and ordering. The selected items are included in a formal order and accepted while the others are returned.
- v) *Open Purchase*: Purchasing from the book fairs and buying from any bookseller from the open market comes under this method.
- vi) *Direct Ordering with Publisher*: Direct ordering with publishers or their representatives is done by some libraries.

1.5.7 Book Order

Once a book has been selected for purchase, then an order has to be placed to acquire it by typing from the book selection slip in a sheet or two. In case the book being ordered is an additional

copy or a new edition of an available book, the staff would put down the call number in the book order slip. The ordering procedure relates to three stages-

- i) *Pre-ordering Work*: Pre-order work includes the various jobs connected with the invitation of tenders or quotations, tabulating the quotations, fixing the suppliers, signing the contracts, and so on.
- ii) *Order Placing Work*: Order placing work consists of tallying, scrutiny and elimination.
- iii) *Intimation to the Indenters*: The library should inform the indenter(s)/user(s) about the action taken by the library for their demanded books.



CHECK YOUR PROGRESS

A) Match the Following

- | | |
|---------------------------|----------------------------------|
| a) Libraries | a) Non profit making institution |
| b) Zero Based Budget | b) Peter Phyor |
| c) Living with book | c) Haines |
| d) Good Offices Committee | d) New Delhi. |

B) Find out True and False Sentences from the following

- a) The Good Offices Committee (GOC), New Delhi is a voluntary organization.
- b) PPBS is a technique which combines the best of programme budgeting and performance budgeting.
- c) Library tax/rates form the basis of financial support for public libraries in the states having library legislation.



1.6 LET US SUM UP

The library generally tries to possess every type of information sources based upon the demand of the user which includes books, journals, books on tape, videocassettes, CDs, CD-ROMs, DVDs, electronic journals, online databases etc.

Budget statement or record is a definite financial record which speaks of the back history, present position and future development of the library. It is also a statement for comparing the position and the trend of development between the past, present and future. Budgetary statement generally depends on the sources of income and expenditure of the library. Library budget may be divided into two parts- Income and expenditure.

The book selection section is responsible for the identification of potentially useful materials by consulting publishers' catalogues and flyers for the final selection to be made by the appropriate decision maker. Sometimes the acquisition unit is the primary collection development unit for the library. Activities centring acquisition also focus on securing items wanted by the library's end-users and handling financial transactions that are associated with the purchase or leasing of the item(s). It is a process that involves which materials the library should acquire by purchase or otherwise and getting the materials.



1.7 FURTHER READING

- 1) Dhiman, Anil K. and Sinha, Suresh C. (2002). *Academic libraries*. New Delhi: Ess Ess.
- 2) Dhiman, Anil K. and Rani, Yashoda (2005). *Learn library management*. New Delhi: Ess Ess.
- 3) Krishan Kumar (1991). *Library manual*. New Delhi: Vikas.
- 4) Mahaparta, Piyushkanti (1997). *Library management*. Calcutta: World Press.

- 5) Mittal, R. L. (1984). *Library administration: Theory and practice*, 5th ed.
New Delhi: Metropolitan.
- 6) Ranganathan, S.R. (2008). *Library Manual*. Bangalore, Ess Ess.



1.8 ANSWERS TO CHECK YOUR PROGRESS

A) Match the Following

- | | |
|---------------------------|----------------------------------|
| a) Libraries | a) Non profit making institution |
| b) Zero Based Budget | b) Peter Phyor |
| c) Living with book | c) Haines |
| d) Good Offices Committee | d) New Delhi. |

B) Find out True and False Sentences

- a) True. b) True c) True.



1.9 PROBABLE QUESTIONS

A) Short Answers Type Questions

- a) What are the sources of fund for a public library?
- b) What are the different factors that influence book selection?
- c) What are the different sources for identification of material for selection?
- d) Write short notes on the following
- | | |
|---|-------------------------------------|
| i) Administrative section of the library. | ii) Budgeting methods. |
| iii) Collection development in the library. | iv) Selection of vendors. |
| v) Book selection theories. | vi) Mode of collection development. |

B) Essay Type Questions

- a) Discuss in detail the different sources of fund for the library.
- b) Discuss the methods adopted for the library budget.

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UNIT 2: SECTIONS OF THE LIBRARY (2)

UNIT STRUCTURE

- 2.1 Learning Objectives
- 2.2 Introduction
- 2.3 Accessioning Work
- 2.4 Classification
 - 2.4.1 Definition
 - 2.4.2 Need
 - 2.4.3 Different Schemes of Classification
 - 2.4.4 Dewey Decimal Classification
 - 2.4.5 Library of Congress Classification System
 - 2.4.6 Other Classification Schemes
 - 2.4.7 Allotting Class Number
 - 2.4.8 Allotting Book Number
 - 2.4.9 Assigning Subject Heading
- 2.5 Cataloguing
 - 2.5.1 Definition
 - 2.5.2 Need and Purpose
 - 2.5.3 Different Kinds of Catalogue
 - 2.5.4 Criteria for Selection of Library Catalogue
 - 2.5.5 Cataloguing Rules
 - 2.5.6 Sorting
- 2.6 Processing
- 2.7 Serial Control Section
- 2.8 Circulation Section
- 2.9 Special Section
- 2.10 Let Us Sum Up
- 2.11 Further Reading
- 2.12 Answers to Check Your Progress
- 2.13 Probable Questions

2.1 LEARNING OBJECTIVES

After going through this unit you will be able to

- Acquaint yourself with the accessioning work in the library;
- Describe the different classification schemes followed in the library;
- Define the meaning of cataloguing in the library and its aims and objectives;
- Discuss the activities in the processing section of the library.

2.2 INTRODUCTION

A library can be divided into sections based on the functions performed by it. Besides the other, it covers processing and maintenance of a library's physical collection. It is also known as Library housekeeping operation or Technical works of a library. It handle those tasks associated with bringing materials into the library and making them ready for use for the general public or for the service population and thus include the job of identification, selection, acquisition, organization of the collection (classification and cataloguing) and preparation (labeling and others), covering, security processing, and/or distribution of materials. Within the purview of technical service also come such things as serials, binding / repair, copy cataloguing, original cataloguing, and gifts and exchange.

2.3 ACCESSIONING WORK

The accessioning work includes the following activities

- a) **Receiving the Books and Bills:** From the vendors books are received along with bills.
- b) **Checking the Books:** After receiving the books they should be checked for page missing, damaged binding, and for such other issues.
- c) **Arranging the Bills and the Books in Parallel Sequence:** The books should be arranged in the sequence in which these have been entered in the order placed to the vendor.

d) Verification: Then the bill should be verified in regards to the order in terms of books received and the amount to be paid. The order slip with the bill and books should be submitted at the accession corner. If books are not received in time then reminder letters should be sent to the vendor.

e) Accessioning: Accessioning involves the following

- i) Entering details in the accession register:* In the accessioning process, the details of the books are entered in the accession register. Documents are entered date-wise according to their receipt in the library. All purchased books are entered in the order of their bills.
- ii) Entering accession number in the document:* Accession number is recorded at the back of title page and on the conventional clue place of the volume.
- iii) Certifying the bills:* Accession number is also written against the respective item in the bill for purchased book. After entering all the items covered by one bill a certificate must be furnished on the bill which should be like the following. A rubber stamp for this purpose may be usefull

Certified that all the books as per the bill have been duly entered in the accession register vide numbers from —— to ——.

f) Transmitting Books: Then the books are sent to the technical department for classification and cataloguing (processing). At this step each book should also be provided with a process slip (7.5 cm X 12.5 cm) as well as earlier order slip.

g) Transmitting Bills: Then bills are passed for payment.

h) Books – In-Process: The cards belonging to them, after noting the date of accessioning and the accession numbers, are filed in a tray labelled as “Books – In-Process”.



LET US KNOW

i) *Accession Register*: Accession register is the official stock record in the library about each document forming part of its collection; it is a bound register consisting of essential field in regards to a description of a reading material. This record gives a complete history of each book / periodical acquired by the library. The general practice in libraries is to have a single register in which all types of document whether purchased or received as gift or on exchange or as deposit is entered. But some libraries have the practice of using separate accession registers for gifts. When a book is withdrawn, then the corresponding accession slip is withdrawn or the note regarding withdrawal is given in the accession register. In case, a user loses a book, then with the help of details given in the accession register, the user may be asked either to make payment or to replace the copy.

ii) *Accession Number*: Every volume added to the library receives a serial number in the order of acquisition to the library collection. This includes book purchased or received in exchange or as gift. This number is called accession number. Cumulated volumes of periodicals, which are to be bound and preserved in the library, are also accessioned.

2.4 CLASSIFICATION

Classification means putting together the like-entities and separating the unlike entities. The characteristics of entities are used as a basis for determining the likeness and unlikeness between them. A class consists of entities which are like in some respects and possessing certain qualities in common. This helps in distinguish them from another class of entities.

2.4.1 Definition

A library classification is a system of coding and organizing library materials (books, serials, audiovisual, computer files, maps, photographs, manuscripts, regalia, gramophone records, tape records, microfilm and so on) according to their subject. It provides formal access to documents in a library.

Sayers define library classification as “the arrangement of books on shelves or description of them in the manner which is most helpful to those who read”. The emphasis is on usefulness so that the users can locate the document without complication.

According to Margaret Mann, classification is “the arranging of things according to likeness and unlikeness. It is the sorting and grouping of things, but in addition classification of books is a knowledge classification with adjustment made necessary by the physical forms of books.”

According to S.R. Ranganathan, “it is the translation of the name of the subject of a book into a preferred artificial language of ordinal numbers and the individualization of the several books dealing with the same specific subject by means of a further set of ordinal numbers which represents some features of the book other than their thought content”. The first of these ordinal numbers is called the class number of the book. The second ordinal numbers is called its book number. The class number and the book number together constitute the call number of the book.

2.4.2 Need

Until 19th century, most libraries had closed stacks, so the library classification only served to organize the subject catalogue. In the 20th century, libraries opened their stacks to the public and started to shelve the library material itself according to certain library classification scheme to simplify subject browsing. So classification is needed for providing the following advantages

- i) *Helpful Sequence*: Classification brings the like documents together on the shelf in a helpful sequences providing approach through subject.
- ii) *Locate a Particular Document*: A library collects / preserves documents. It is very difficult to locate a required document from a system of disorderly collection. So, it needs classification to bring order to the collection.
- iii) *Self Help*: Classification helps the locating of document by the patron of the library itself, thus requiring less assistance from the library staff.
- iv) *Correct Replacement*: Documents would be taken out from shelves by the users or library staff. The classification helps in the correct replacement of documents after these have been returned from use.
- v) *Mechanical Arrangement*: The classification helps the mechanization of the collection by allocating notation.

2.4.3 Different Schemes of Classification

To derive the particular class number different libraries use different classification schemes. All classification schemes can be categorized into three kinds- based on the language, based on the synthesis and based on arrangement. Let us discuss them in detail

a) Based on the Language

- i) *English-Speaking World*: In the English –speaking countries Dewey Decimal Classification (DDC), Library of Congress Classification (LC), Bliss Bibliographic Classification (BC), Dickinson Classification are generally followed.
- ii) *Non English Speaking World*: Non English speaking countries use Nippon Decimal Classification (NDC), Principes de Classement des Documents Musicaux (PCDM), Chinese Library Classification (CLC), Korean Decimal Classification (KDC), etc.

- b) Based Upon Synthesis:** Synthesis means combining codes from different lists to represent the different attributes of a work. Examples include Bibliographic Classification by Bliss, Colon Classification by Ranganathan, Expansive Classification by Cutter, Universal Decimal Classification, etc.
- c) Based on Arrangement:** Based on the arrangement there are three main types of classification systems:
- i) Enumerative:* Produce an alphabetical list of subject headings; assign numbers to each heading in alphabetical order. The most common classification systems, LC and DDC, are essentially enumerative, though with some hierarchical and faceted elements, especially at the broadest and most general level.
 - ii) Hierarchical:* Divides subjects hierarchically, from general to specific.
 - iii) Faceted or analytico-synthetic:* Divides subjects into mutually exclusive orthogonal facets. The first true faceted system was the Colon classification of S. R. Ranganathan.
 - iv) Specialist Classification:* Specialist classification systems have been developed for particular subject areas, and some specialist libraries develop their own classification system that emphasizes those areas they specialize in. An example is the Medical Subject Headings devised by the US National Library of Medicine (NLM). Another example is the specialist classification system for art and iconography (Iconclass). There are also emerging metadata standards that are being developed for web resources, digital images, and other specialized materials.

2.4.4 Dewey Decimal Classification

The Dewey Decimal Classification (DDC) system is the world's most widely used library classification system. American

librarian and library educator Melville Dewey devised the system in 1873 while he was a student at Amherst College in Massachusetts. The Dewey Decimal system was first published in 1876 as “A Classification and Subject Index for Cataloguing and Arranging the Books and Pamphlets of a Library”. This system has been owned by OCLC since 1988. DDC used numbers and decimal fractions to indicate the subject content of a given work.

The Dewey Decimal Classification divides human knowledge into ten basic categories, with subdivisions indicated by decimal notation. Each of the ten main classes has the potential to be broken down into smaller multiples of ten. The word decimal in the name of the classification system comes from decem, the Latin word for “ten”. For example the DDC number for public administration is (350).

The ten primary classes of DDC are as follows:

- 000 Generalities
- 100 Philosophy and psychology
- 200 Religion
- 300 Social sciences
- 400 Language
- 500 Natural sciences and mathematics
- 600 Technology (applied sciences)
- 700 The arts; fine and decorative arts
- 800 Literature and rhetoric
- 900 Geography and history

2.4.5 Library of Congress Classification

In 1898 a group under the guidance of J. C. M. Hanson, the head of the catalog division at the Library of Congress in Washington, D.C, and Charles Martel, the library's chief classifier, developed the first part of the Library of Congress (LC) Classification system. In the years that followed, numerous specialists contributed to the further development of the system and expanded it to cover other subject areas.

The Library of Congress Classification system divides human knowledge into 21 major classes, using letters of the English alphabet for each, with further subdivisions indicated by decimal notation. The system does not use the letters I, O, W, X, and Y.

The major classes of the Library of Congress Classification system are as follows:

A	General works
B	Philosophy; psychology; religion
C	Auxiliary sciences of history
D	History: General and Old World
E	F History: America
G	Geography; anthropology; recreation
H	Social sciences
J	Political science
K	Law
L	Education
M	Music and books on music
N	Fine arts
P	Languages and literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military science
V	Naval science
Z	Library science

2.4.6 Other Classification Schemes

a) Universal Decimal Classification (UDC): UDC, which was designed to facilitate the organization of a universal bibliography of all recorded knowledge, first made its origin at Belgium in 1895 by bibliographers Paul Otlet and Henri La Fontaine. Initially

UDC was based on the fifth edition of the Dewey Decimal Classification that combines notation to express multiple concepts. The Universal Decimal Classification system is issued by the International Federation for Documentation, in the Hague, Netherlands, which is responsible for its ongoing revision.

- b) Colon Classification:** In 1933 Indian librarian Shiyali Ramamrita Ranganathan introduced the Colon Classification system, which classifies all knowledge into broad, fundamental concepts. The Colon system then divides these concepts into several distinguishing characteristics, which Ranganathan called facets. The classification system uses colons (:) to distinguish between the various facets in a single notation and the name “Colon Classification system” is derived from its use in its notation scheme.

In United States, most research and academic libraries use Library of Congress Classification, while most schools and public libraries use Dewey Decimal Classification. The UDC system is widely used in Europe, Latin America, Russia, and Japan. Although the use of the Colon Classification system is limited to a few Indian libraries, Ranganathan's concept of facet analysis in classifying knowledge has been widely recognized. Some of its key concepts have been adopted by subsequent editions of the DDC or UDC, among others.



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Classifier: The library professional who is engaged in the process of classifying of library materials is called a classifier or classifier librarian.

2.4.7 Allotting Class Number

In classifying, a classifier first takes up those books which are additional copies or new editions of works available in the library. In such cases, he/she would put down the call number in the book order slip and on the process slip along with the fact whether the book in hand is an additional copy or a new edition. Sequence numbers are also copied in the processing slip. The rest of the books received by a classifier are sorted by basic classes. The indexes attached to the classification schedules are used to find out the basic class numbers. Each basic class is taken, one by one. In the process of classification, based on the subject content of the item, a class number is assigned by consulting the schedules. The classification of the document can be made by manual means or by copy cataloguing, etc. The practice of complete reliance on the indexes for deriving the class number of any document is not advisable. The class numbers so arrived at should be tallied with the other standard catalogues, if necessity arises, especially in doubtful cases. The class numbers are given in pencil on the upper half portion of the verso of the title page. It is in pencil, because in case there is some changes in the class numbers, in future it may be corrected without any damage to the book by rubbing the earlier class numbers. This phenomenon is common because almost every classification scheme is revised periodically.

2.4.8 Allotting Book Number

Generally, the author marks constitute a book number. Cutter's Author Table, Cutter-Sanborne Author Table, Merrill's Author Table, Author Tables of L. Stanley Jast, Biscore Time Numbers, Ranganathan's Book Numbers System may be used to allot author marks. A decision is to be taken by each library as to which system is to be used for allotting book numbers.

The class number and book number together constitute the call number of the book. The call numbers should be written on the processing slips, adding the sequence number, wherever required.

2.4.9 Assigning Subject Heading

Subject heading is the words or group of words under which books and other materials on a subject are entered in a catalogue. The heading may include punctuation to which an arranging significance may be assigned. In a classified catalogue the subject heading consists of a classification symbols with or without its verbal meaning. It may also include entries for all materials on the same subject in an index or bibliography. For assigning subject heading, Library of Congress List of Subject Headings, Sears List of Subject Headings, ALA List of Subject Headings, Ranganathan's Chain Procedure may be used. The chain procedure method is useful in deriving proper subject headings. The smaller libraries, where minute subject headings are not required, may use Sears List of Subject Headings or ALA List of Subject Headings. But large, research or special libraries may use the Library of Congress List of Subject Headings which is a very comprehensive and standard one. Each library due to some local and special conditions may adopt certain subject headings of its own in order to meet the readers' demand.



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Cataloguer / Catalog Librarian: The library professional who is engaged in the process of cataloging of library materials is called cataloguer. He compiles the list of documents according to a definite set of rules to enable the item to be located in the collection.

2.5 CATALOGUING

The cataloguing department decides on the appropriate form for identifying authorship of works in the collection, describes the item as a physical item or a virtual source, and assigns subject access points. In the cataloguing, on the process slip, headings for different types of entries to be prepared should be listed. The headings should be listed on the pattern of a tracing section. At this state, the cataloguer should pass on the volumes along with process slips to the typist to type out catalogue cards or to handwrite the card. So at the end, the product of cataloguing is just like a card or in modern sense an entry in the OPAC giving essential general information about informational entity. This essential general information includes details about author, title, place of publication, name of publisher, year of publication, edition, editorship, pagination, illustration etc. The individual cards which bear the class number or call number to enable the item to be located are arranged in some definite order. It may be noted that for each volume, an additional card called shelf list card shall be prepared.

2.5.1 Definition

Cataloguing meant those activities that record, describe and index the resources of a collection that were acquired in a manner that will aid the end-user in locating materials in the collection(s). Library items that are written in a foreign script are, in some cases, transliterated to the script of the catalog.

Ranganathan has defined a library catalogue as “a list of document in a library or in a collection forming a portion of it”. A “list” refers to some kind of arrangement based on a set plan and a “document” constitutes embodied thought, which is a ‘record of work on paper or other material fit for physical handling, transport across space and preservation through time’. This means that document includes all types of records in which information can be stored or presented.

According to Ruth French Strout, a catalogue may be considered “a work in which contents are arranged in a reasonable way, according to a set plan or merely word by word”.

2.5.2 Need and Purpose

The objective or function of the early catalogue was to serve as an inventory list with progressive pattern of arrangement based on the order of accession chronologically by date of publication or period of author. From this arose a wide variety of approaches and an expansion of the inventory idea to include retrieval.

The modern library catalogue serves both the inventory (listing) and retrieval (finding) function. Without cataloguing, it would be difficult for anyone to know what is in the collection, how many items dealing with a particular topic are in the collection and so on. What one sees in the public catalogue is the result of the efforts of the cataloguing staff and the extent of the use of library resources depends greatly upon the quality of it. A well made catalogue definitely adds to the reputation of the library. Library cataloguing allows library aids to assist the end-users in locating the materials. The need and purpose of the library catalogue can be viewed from the following points of view

a) General Objectives: The general objectives of a library catalogues are-

- i) *Register:* At any time the user may not find the entire collection of the library on the self. Therefore, to know about the entire collection (what is available) at any time reliance is to be given to some other dependable tool. Catalogue, which is a register of all informational items found in a particular library or group of libraries serves this end.
- ii) *Finding Aid:* Cataloguing helps the user in locating the document in the stack. Simply it guides the user to the exact location of a stack in which he / she will find the book of his/her interest.

iii) Describes an Entity: Catalogue is only one of the many forms of bibliography, giving essential general information about an informational entity (e.g., books, computer files, graphics, regalia, cartographic materials, a webpage etc.).

iv) Satisfies Different Approaches: Cataloguing satisfies different kinds of approaches of the patron of the library, say author, title, series, subject approach etc.

b) Charles Ammi Cutter Objectives: Charles Ammi Cutter made the first explicit statement regarding the objectives of a bibliographic system in 1876. These have been frequently quoted and criticized. According to Cutter, those objectives are

A) To enable a person to find a book of which (Finding objective) one of the following is known

- i) The author
- ii) The title
- iii) The subject.

B) To show what the library has (collocating objective)

- i) By a given author
- ii) On a given subject
- iii) In a given kind of literature

C) To assist in the choice of a book (Choice objective)

- i) As to its edition (bibliographically)
- ii) As to its character (literary or topical)

It is only a few readers who are able to express their subject requirements in specific terms. They think of either a narrower or broader subject rather than the specific subject they require. Considering this, Ranganathan raised an important point by quoting "if it is the interest in the subject which takes him to the library, his wants will be better served if the catalogue can spread before him a full connected panorama of all materials on his specific subject, all its subdivisions and all broader subject of which it is itself a subdivision". Ranganathan in the light of the

five laws of library & information science expressed the objectives of a catalogue as the following

A catalogue should be so designed as to

- i) Disclose to every reader his or her document;
- ii) Secure for every document its reader;
- iii) Save the time of the reader and with this save the time of the staff.

The Cutter objectives are more specific in comparison to the Ranganathan approach in describing the objectives of a library catalogue.

c) Paris Conference: The principles adopted by the International Conference on Cataloguing Principles held in Paris in 1961 are considered a landmark that leads to the standardization of practices. The Paris conference resolved the function of a catalogue as given below

The catalogue should be efficient instrument for ascertaining

A) Whether the library contains a particular book specified by

- i) Its author and title or
- ii) If the author is not named in the book its title alone or
- iii) If author and title are inappropriate or insufficient for identification, a substitute for the title and

B) i) Which work by a particular author and

- ii) Which edition of a particular work in the library.

The function as adopted by the Paris conference is more or less a restatement of the Cutter objectives as described in his first edition of 1876.

d) Simonton Objectives: According to Simonton (1964) a library catalogue serves three purposes in the conventional library and especially in the research library.

- i) Describing all items catalogued to a degree of precision permitting positive identification.

- ii) Establishing and describing the relationship of all items catalogued in terms of community of authorship or sponsorship, similarly of context and continuity of bibliographic history.
- iii) Serving as a finding list.

Though the objectives stated by Cutter have been criticized a great deal and quoted very often, these can only explain the explicit objective of a catalogue. These have stood the test of time and according to Patrick Quigg "later statements' are most usually restatements of them".

2.5.3 Different Kinds of Catalogue

The catalogue may be of different types based on different approaches to division.

a) Based on Physical Form of Presentation

- i) *Printed Catalogue*: The printed catalogue is also known as dictionary catalogues or bound book catalogue. This type of catalogue is just like a book where individual catalogues are printed to make it easy to consult for the user. The printed catalogues sometimes are interlaced with blank leaves on which additions could be recorded. This type of catalogue is difficult to produce and update; it's very difficult to interpolate new entries and maintain correct sequence in it. Again, its portability can be a disadvantage to other users because when a single volume is taken to nearby table to be used by a particular user, it makes difficult for the other user to consult and there is no guarantee that the user will keep the volume in the proper place. The British Museum catalogue of printed books is an example of this kind of catalogue.
- ii) *Guard Book Catalogue*: This type of catalogue is also known as paste down catalogue. In paste down catalogue, the base is a bound volume of thick blank sheets; each typed

or printed entry is pasted in the correct sequence on the successive right hand pages, leaving space for at least five more entries to be inserted between any two consecutive pages. The left hand page is left blank for pasting down any new entry not finding its due place vacant on the right hand page, in the corresponding position. In case a given portion of the catalogue becomes too crowded, the stripes are lifted and redistributed. This is similar to a printed catalogue except that additional new entries can be pasted in and also new pages can be inserted. It is sometimes used in conjunction with a printed catalogue and used prior to its production, bringing a new edition or in producing a supplement for making addition, deletion, amendment and so on.

- iii) *Sheaf Catalogue*: This type of catalogue is also known as loose leaf book form catalogue. It contains about six entries on a single paper slips with holes or slots at one edge so that they can be fastened into binders. Each binder has a locking / releasing mechanism to allow the insertion of new entries when required yet ensures that the slips remain securely in place when the catalogue is consulted. Owing to the fact that more than one entry was included on a single leaf sometimes a break-down in sequence occurs.
- iv) *Card Catalogue*: In Card catalogue the size of leaf is reduced so that each leaf contains one entry only and as the small leaf is inconvenient to handle so it has been replaced by the card. Each card is of 125 mm X 75 mm. The cards are arranged in trays and held in their relative position by a rod passing through holes near their bottom edge. The trays are all built into a cabinet. The specification for the catalogue cabinet is given by the Indian Standards Institution. The card catalogues allow much more flexibility.

v) *Online Public Access Catalog (OPAC)*: The card catalogue was a familiar sight to library users for generations, but the computerization of library activities has led to rethinking regarding the form, purpose and function of a library catalogue. Now the card catalogue has been effectively replaced by the OPAC or Web OPAC. Some libraries with OPAC access still have card catalogues on site, but these are now strictly a secondary resource and are seldom updated. Some libraries have eliminated their card catalogue in favour of the OPAC. The other form of catalogue can be easily obtained as an output from OPAC.

b) Based on Source Where Cataloguing is Done

- i) *Individual Cataloguing*: Cataloguing done by individual libraries, institution, people to serve their own need and purpose or for their own sake are known as individual cataloguing.
- ii) *Cooperative Cataloguing*: Cooperative cataloguing refers to a situation where a number of independent libraries share the work of producing a catalogue for their mutual benefit. It is done in two or more libraries for the benefit of each participant and the results may or may not be made available to other libraries. One of the important outputs of cooperative cataloguing is Union catalogue.
- iii) *Centralized Cataloguing*: Centralized cataloguing is defined as the cataloguing of documents by some central organization for the benefit of other libraries. This form of cataloguing can take place within one library system or within a number of library systems. Sometimes centralized cataloguing may be done by another agency. Some of the forms of centralized cataloguing services are Card or shelf service, Cataloguing in source, Cataloguing in publication, and Prenatal cataloguing.

The term “Prenatal cataloguing” was used by Dr. S.R. Ranganathan. In this process the cataloguing work has been done by the National Central Library of a country on each book before its release by the publisher. This is done with the help of a copy of the form proof of each book sent by each publisher. The National Central Library prepares a master stencil of the catalogue cards for each book before its release. The catalogue cards are later made available for distribution to libraries on order along with the release of books themselves, Call numbers are also printed on the back of the title pages and tooled on the binding as well. According to Ranganathan, this type of process leads to saving 79% in the technical manpower of an intra National and inter National Library System.

c) Based on Type of Entry: Based on the type of entry catalogue can be divided into the following

- i) *Author Catalogue:* A formal catalogue, sorted alphabetically according to the authors' or editors' names of the entries.
- ii) *Title Catalogue:* A formal catalogue, sorted alphabetically according to the title of the entries.
- iii) *Keyword Catalogue:* It is a subject catalogue, sorted alphabetically according to keywords. The keywords are derived by using some system.
- iv) *Mixed Alphabetic Catalogue:* It is a mixture of author / title, or an author / title / keyword catalog.
- v) *Systematic Catalogue:* A subject catalogue, sorted according to some systematic subdivision of subjects is called systematic catalogue.
- vi) *Shelf List Catalogue:* It is a formal catalogue with entries sorted in the same order as bibliographic items are shelved on the stack.

- d) Based on Scope:** Based on the scope of a catalogue unit, cataloguing can be divided into
- i) Individual catalogue and
 - ii) Union catalogue. When a library catalogue lists holding or part of holding of two or more libraries then it is called a union catalogue.
- e) Based on Purpose:** Based on purpose catalogue can be classified as Library Catalogue, Book Sellers Catalogue, Publisher Catalogue, Dealers Catalogue, etc.

2.5.4 Criteria for Selection of Library Catalogue

In selecting the forms of catalogue to be adopted by the librarian, he / she may consider the following factors

- i) *Economic to produce and handle:* The production and its subsequent maintenance cost and labour of the catalogue should be minimal.
- ii) *Compact in size:* It should not occupy much space in the library.
- iii) *Bring together like entries:* It should have the provision to bring together entries with the same heading or leading section.
- iv) *Updating:* The selected catalogue should have the provision to insert or withdraw entries easily as and when required.
- v) *Reproduction:* It should have the provision to produce duplicate copies.
- vi) *Durability:* The catalogue should be durable.
- vii) *Accessible:* It should be reasonably accessible (within approach) to both users and staff members of the library.
- viii) *Easy to handle and consult:* To enable a user to find entries with ease. It should be easy to handle and consult.
- ix) *Speed of searching:* It should be amenable to fast speed of search.
- x) *Portability:* It should be easily portable to enable to user / staff to consult it from inside or from outside the library. The user should be able to take it home and consult it there.

2.5.5 Cataloguing Rules

Cataloguing rules have been defined to allow for consistent cataloguing of various library materials across several persons of a cataloguing team and across time and space. Users can use them to clarify as to how to find an entry and how to interpret the data in an entry.

Cataloguing rules prescribe which information from a bibliographic item is included in the entry; how this information is presented on a catalogue card or in a cataloguing record; how the entries should be sorted in the catalogue. Currently, most cataloguing rules are similar to, or even based on, the International Standard Bibliographic Description (ISBD), a set of rules produced by the International Federation of Library Associations (IFLA) to describe a wide range of library materials. These rules describe an item in terms of: title and statement of responsibility (author or editor), edition, material-dependent information (for example, the scale of a map), publication and distribution, physical description (for example, number of pages), series, note, and standard number (ISBN).

The most commonly used set of cataloguing rules in the English speaking world are the Anglo-American Cataloging Rules, 2nd Edition (AACR 2). The revised version of the AACR 2 is known as Resource Description and Access (RDA). The AACR2 has been translated into many languages for use around the world. AACR2 provides rules for descriptive cataloguing only and does not touch upon subject cataloguing.

2.5.6 Sorting

In a title catalogue, one can distinguish two sort orders-

- a) Grammatic Sort Order:** In the grammatic sort order, the most important word of the title is the first sort term. The importance

of a word is measured by grammatic rules; for example, the first noun may be defined to be the most important word.

The most important word of the title is also a good keyword and it is the word most users remember first when their memory is incomplete. This is an advantage in favour of grammatic sort order. However, it has the disadvantage that many elaborate grammatic rules are needed, so that only expert users may be able to search the catalogue without help from a librarian.

b) Mechanic Sort Order: In the mechanic sort order, the first word of the title is the first sort term. Most new catalogues use this scheme. Still, the mechanic sort order includes a trace of the grammatic sort order as they neglect an article (A, An, The etc.) at the beginning of the title.

c) Alphabetic Sorting: Here entries are arranged alphabetically.

In a subject catalogue, one has to decide on which classification system to be used. The cataloguer will select appropriate subject headings for the bibliographic item and a unique classification number (class number).

2.6 PROCESSING

Cataloguing is followed by the processing phase. The processing transforms a collection of books into serviceable items, thus making books fit for use.

a) Stamping: It is necessary to put a library stamp on lower half of the title page, bottom of the last page of text, bottom of the last page of the volume, and the secret page. In addition each plate, map and other pages not included in pagination should also be stamped. The stamp should be put properly and carefully without falling on the printed matter. The stamp should contain the name of the library and its address.

b) Tagging: Paste a tag (spine label) on the back of the volume, after removing the jacket, if any. It should be fixed one inch above the bottom

of the spine of the volume. This is done so that the call number may be properly visible to the readers when the book is shelved in a books rack. In case the volume is not thick enough to allow space for a tag then apply it on the front cover close to the back. Gummed white cloth is cut into round or square pieces of about 1.25 each to make the spine label where class no., book no and location mark of the book are written. The location marks are written on the left hand upper portion of the label. Such marks may be Reference, Rare, Text Book, etc.

- c) **Date Labelling:** A date label or slip should be pasted on the first page after the cover. It should be fixed symmetrically and pasting should be done only along the top edge. In case of reference books, manuscripts and other books which are not to be issued, this slip is not pasted.
- d) **Book Pocket Fixing:** Near the right hand bottom corner of the inside of the front cover of the book, the pocket should be fixed. For reference and other non-issuable books, this pocket is not pasted.
- e) **Book Card:** One printed book card of 5X 3 cm size is put in the book pocket of each book.
- f) **Fixing Ownership Slip:** Ownership slip is generally pasted on the inner side of the front cover at left hand top most corners. The slip may be of 3 X 2.5 cm, made of glazed paper. It may be printed giving the name of the library, its logo, class number, book number, and accession number.
- g) **Entering Call Number:** The call number should be written in pencil at the back of the title page and also on the secret page to be decided by the library. Call number can be written in ink over tag, date label and book card to be put in the book pocket.
- h) **Entering Accession Number:** Accession number is to be added on the date label, book card and to be written near the book pocket.
- i) **Filling Book Card:** Author, title, edition and year of publication are written on the book card.
- j) **Checking:** All the call numbers and catalogue entries must be carefully checked. Any mistakes found must be corrected.

- k) Filling of Cards:** The catalogue cards should be taken out from the books. From the main cards, a list of latest additions can be prepared. It is a list of books added to the library. A mimeographed or printed list can be distributed widely.

The catalogue cards except the shelf cards should be filed in the public catalogue. Shelf cards should be filed in the shelf list. At this stage, the books can be released for display for a week and then merged in the general collection. Book releasing work also includes making lists of new additions or accession list. The accession list may be put up on the notice board and the printed or cyclostyled ad copies are to be mailed to members, or published in the weekly editions of library newsletter, etc.

2.7 SERIAL CONTROL SECTION

Serials are publications that arrive in the library on a regular basis and require special handling. Each serial usually focuses on just one topic, or perhaps on one type of reader. Serials represent the source of most current printed information for readers. They are often in high demand because of their currency. Serials, especially newspapers and magazines, create a lot of work and numerous problems for the staff. Staff members also recognize, however, the high value that the public place on these publications and therefore they are to make every effort to ensure quality service. A number of methods are available for recording the receipt of periodical publications in a library. They are:

- i) *Register System:* In small libraries receiving up to two or three dozen periodicals, the register system may be used allotting one or two pages each for monthlies, quarterlies, half yearlies, yearlies etc.
- ii) *Ledger System:* Here the record is kept in the form of a bound register wherein each page is allotted to a periodical. On the top of the page usually, details of the periodical is entered. Columns are provided for year and months, volume and number, date of receipt and remarks.
- iii) *Card System:* In the card system, cards of a uniform size can be used where each card can hold the data relating to a particular periodical. The card can contain all the details normally found in the ledger system.

- iv) **Three Card System:** Three card system method was introduced by S. R. Ranganathan. In this system, three different cards of the size 5X3 cm are maintained for each periodical. They are called the register card, check card and the classified index card.
- v) **Kardex:** The Kardex system was introduced by the Remington Rand of India Ltd. It is a type of visible record system maintained in a steel filing cabinet. Each unit cabinet contains seven trays in all providing more than 5090 card holders. Each card holder can hold two cards, a bottom card and a top card. The top card is fitted opposite to the bottom card. It lies verso of the next card holder such that when any card holder for a given title is lifted then both cards-bottom and the top, face each other.
- a) **Display of the Periodicals:** All current issues of the periodicals are displayed after entering the details. When new issues of a periodical replace the preceding issue in the display rack, the latter issue may be kept in the boxes of the display racks or may be sent to the department concerned for making it readily available.
- b) **Binding:** When all the issues, its title page and index of a journal are received, it is collected and the checking of the issues with contents is done to maintain the sequence. The journal is now a complete one and ready to be sent for binding. The bulky volumes are bound in parts; one volume may have two three or more parts as the case may be.
- c) **Accessioning the Complete Volume:** After binding, the volume may be accessioned, classified and catalogued like books. The procedure of label pasting and writing and stamping are done to the journals as in the case with books. The journals complete and ready in all respects, are sent for shelving or these may be sent to the departments concerned.

2.8 CIRCULATION SECTION

A Library Circulation desk or the loans desk is usually found near the main

entrance of a library. All jobs related to the method of borrowing books and returning them after use, creation and maintenance of relevant records and files etc are referred to as circulation work. The library circulation section houses the main library stacks and it performs the following functions:

- a) **Vigilance at the Entrance and Exit:** The staff of the circulation section has to maintain vigilance at the entrance and exit of the library. They are also expected to maintain gate register (name, address, library card no, remarks) and property counter. The concerned staff member of the library may give a token to the user for safe keeping of his belongings.
- b) **Registration of Members:** If a person wants to enroll himself as a member of the library, he will be given an application form to fill up. After completing the formalities, he will be registered as a member. Once the period of membership expires, his membership then would be renewed.
- c) **Reservation Facility:** The circulation desk can also look after the reserve section. The books on loan can be reserved by the library patron for next circulation on their return to the library by the previous issuer. The reserve section makes available to students the copies of approved textbooks and other books such as past exam papers and unit materials by the faculty as basic readings for specific courses.
- d) **Checking Out (Charging):** The circulation desk is needed to provide checking out services for items which are not catalogued, to check whether there are periodicals, government documents, maps, and microforms that are going to be issued. Again, the circulation section will be needed as there is a limit for each category of user to take out the document for home consultation.

There are different charging systems or circulation control system. Some of them are:

- i) **Ledger System:** A register is maintained. Each borrower is allotted one or more pages and an index to the names of borrowers is

given at the beginning or end of the register. At the top of the page, the name of the borrower and his address are given. This is followed by columns for date of issue, accession number, call number, name of author, title, edition, signature of the borrower, due date and date of return.

ii) *Dummy System*: Dummy system uses a dummy as a substitute for a book on the shelf when it is issued to a user. The name of the user, call number and date of issue are given on the cover of the dummy used for the purpose.

iii) *Indicator System*: In this system, a large wooden frame having many pigeon holes is made use of. Blocks or pegs representing books issued out are put into the pigeon holes. At each end of such an insert, call number of the book is written. One end has blue background and the other red. Red indicates that book is out. The charging is done by means of a ledger. This system is useful for a close access library.

iv) *Browne System*: This system consists of a reader's ticket for identification of the user, book card for identification of the book, a date label or date slip. In the charging process the book card is taken from the blank pocket and inserted into the reader's ticket to form the charge. The due date is stamped on the date slip. The charge is filed in an issue tray behind the date due for return. Behind each guide, the further arrangement is by call numbers.

v) *Newark Charging System*: In this system the user is issued a borrower's card. Details regarding the borrowers are entered there. The user presents the book to be issued along with the borrower's card.

e) Checking In (Discharging): The returned library items are processed by the circulation desk, which involves reading the details in the book and dispatching the item on to the shelves.

f) Renewal of Material: The checking in items also can be renewed if it was not reserved by any other users.

- g) **Issue of Reminders:** Depending upon the policy of the library, reminders may be sent for overdue books.
- h) **Charges of Overdues or for Lost or Damaged Items:** The payment of infringements for late, lost book charges and overdue items are processed by the Circulation desk. They can also lift restrictions for library patrons once the fines have been paid. If the book returned is overdue, then the user would be asked to drop the overdue charges in the Conscience Box or deposit the amount with circulation section. Conscience Box is a locked box with slit in the lid to drop coins or notes with a glass top. In this case, no accounts need to be maintained separately. The box can be opened later, the amount collected and deposited.
- i) **Shelving:** Shelving includes returning materials to their proper places in the library. The circulation desk also handles the shelving of items used from the Reserve Section and also the Reference Section.
- j) **Lost and Found:** Some circulation desk also provides a lost and found service. This includes commonly found items that are left by library patrons by mistake such as library cards, laptops, wallets, computer media and portable devices.
- k) **Reading Room Facility:** As the library does not lend out the valuable reference books, periodicals and the newspapers so there is always a demand for providing the Reading Room service to the user. There is occasional demand for textbook also to read out in the library premises itself. The library Reading Room is to meet all such requirements. It is associated with the Reference Section of the library, Periodical Section and Newspaper Section etc. Reading room facility provides the equipment and space to the end-users to make effective use of the items in the collection(s). The Reading room facility is extensively used to consult newspapers, reference collection, journals and so on.

2.9 SPECIAL SECTION

In some libraries the special collections may be nothing more than a few unusual items of local interest that are kept in a room or office with

restricted public access. Research libraries, on the other hand, sometimes have collections of rare and costly items that are larger than the entire collections of some school districts and public libraries. These collections often contain items usually found in museums such as paintings, furniture, and other artworks. Sometimes these collections contain manuscripts and operational records of organizations. In such cases, they have an archival function. Sometimes the library serves as the city's archive. It is usually a public library that serves this function but occasionally academic libraries also have this responsibility. They house the public records that are no longer active. Higher security levels and environmental controls are required for special collections areas.



CHECK YOUR PROGRESS

A) Match the Following

- | | |
|--|-------------------------------------|
| a) DDC system | a) J. C. M. Hanson |
| b) OCLC | b) Paul Otlet and Henri La Fontaine |
| c) Library of Congress Classification System | c) DDC |
| d) UDC | d) Shiyali Ramamrita Ranganathan |
| e) Colon Classification System | e) Melville Dewey |
-

B) Find the True and False Sentences

- The Dewey Decimal Classification divides human knowledge into ten basic categories.
 - The Library of Congress Classification system divides human knowledge into 21 major classes.
 - The classification system uses colons (:) to distinguish between the various facets in a single notation.
-



2.10 LET US SUM UP

The Accessioning Section is planned to perform two sets of activities, namely accessioning or taking into stock all acquired documents, and passing the bills for payment. Then the book passes through a chain of technical processes before it is available for use to readers.

Classification is the task of assigning a classification and author number to the physical items acquired. This is called the call number and it allows the public service staff to group materials on the same topic together. The class number is used not only for identification but also for the purpose of shelving, placing items with similar subjects near one another, which aids in browsing by the library users.

Cataloguing allows library aids to assist the end-users in locating the materials. The cataloguing department decides on the appropriate form for identifying authorship of works in the collection, describes the item as a physical item or a virtual source, and assigns subject access points. So, classification determines the place of a book on the shelves while cataloguing helps the user in accessing the book.

Processing transforms a collection of books or other reading materials into serviceable items and Circulation deals with checking-in and checking out of library items. The serial processing section deals with all aspects of the serial.



2.11 FURTHER READING

- 1) Krishan Kumar (1997). *Library manual*, 4th rev. ed.. New Delhi: Vikas Publishing house Ltd.
- 2) Krishan Kumar (2002). *Theory of Classification*, 4th rev. ed.. New Delhi: Vikas Publishing house Ltd.
- 3) Ranganathan, S.R. (2008). *Library Manual*. Bangalore, Ess Ess.
- 4) Dhiman, Anil K. and Rani, Yashoda (2005). *Learn library management*. New Delhi: Ess Ess.



2.12 ANSWERS TO CHECK YOUR PROGRESS

A) Match the Following

- | | |
|--|-------------------------------------|
| a) DDC system | a) Melville Dewey |
| b) OCLC | b) DDC |
| c) Library of Congress Classification System | c) J. C. M. Hanson |
| d) UDC | d) Paul Otlet and Henri La Fontaine |
| e) Colon Classification System | e) Shiyali Ramamrita Ranganathan |

B) Find the True and False Sentences

- a) True. b) True. c) True.



2.13 PROBABLE QUESTIONS

A) Short Answer Type Questions

- a) Accession register. b) Accession number. c) Cataloguing.
 d) Class number. e) Book number. f) Call Number.
 g) Subject heading. h) Classification.

B) Essay Type Questions

- Describe the accessioning activities of a library.
- Describe the need and purpose of classification of books and cataloguing.
- Write a descriptive note on different schemes of classification of books.
- Write a short note on DDC.
- What are the different kinds of catalogue? Briefly describe each of them.
- Describe the criteria for the selection of a library catalogue.
- Write a note on procession of library books and reading materials.
- Describe the activities associated with serial control system.
- Write a note on circulation system.

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UNIT 3: LIBRARY BUILDING AND FURNITURE

UNIT STRUCTURE

- 3.1 Learning Objectives
- 3.2 Introduction
- 3.3 Planning a Library and Information Science Centre / Library
- 3.4 Basic Principles of Library Building Design
- 3.5 Library Standards
- 3.6 Library Furniture and Fittings
- 3.7 Let Us Sum Up
- 3.8 Further Reading
- 3.9 Answers to Check Your Progress
- 3.10 Probable Questions

3.1 LEARNING OBJECTIVES

After going through this unit you will be able to

- Plan a library and information science centre;
- Explain the principles of library building construction;
- Know about the different library standards;
- Define and describe the library equipment and furniture;

3.2 INTRODUCTION

Library is a trinity considering of the reading materials of various kinds, the library users of various denominations and a good number of library personnel. Library building is a warehouse of books, a workshop for the reader, and business-home for the staff. The building should be designed to supply adequate and efficient accommodations of materials, readers, and staff.

The planning for a library and information science centres arises out of a need. A library operates in a complex, dynamic, ever-changing

and uncertain environment and as a social organization it has to take care of increasing government regulation, union activities and increasing community interest. It is always a growing organization and, with passage of time, some of the libraries grow into large and complex organizations. In view of the above, sound planning is highly essential for a library. It is through planning that a manager can deal with a potential problem before it can take an ugly shape.

3.3 PLANNING A LIBRARY AND INFORMATION SCIENCE CENTRE / LIBRARY

Plan is regarded as a projected course of action or the course of action to be done in near future. According to Koont'z and O'Donnell, "planning is deciding in advance what to do? How to do? When to do? And who is to do it?". After that planning is a continuous process requiring constant reappraisal. It is not an end in itself, but a means to an agreed aim and objective. It involves selecting from alternative future course of actions for the organization as a whole and for each of its department or section. It might be evaluated and revised in the light of developing situation, that is to say, a plan is always being brought up-to-date throughout the long or medium term in which it is based. The planning of library and information centre involves the following steps-

a) Formation of a Committee: A planning committee should be formed in the first step. The head of the parent institution, architect, librarian, library consultant, and interior designer and, if possible, representative from the user community should also be included.

Inclusion of the a librarian should be treated as one of the most important components in planning a library and information science centre because he / she is the best person for planning and equipping the library. He himself should also be very conscious about his responsibility in planning the library and information science centre. He should work closely with the building committee. He must identify each and every factor with reference to which planning has to be made.

The librarian should also consult other experienced librarians if there is any confusion as mistakes made at this stage could prove to be extremely serious.

- b) To be Accustomed to the Concept of Library:** The planning committee should be accustomed to the library. To do so they should read the existing literature on planning a library and information centre, visit some other library and information centre, and so on to assess the existing situation. They should also try to understand the present strength and weakness of the library in the light of where it stands.
- c) Functionality of the Parent Organization:** The committee should study the functionality of the parent organization, its resources and visualize its future direction and be aware about the changes and the consequent effect thereof.
- d) User's Identification and his / her Information Need:** Libraries and information centers are highly user oriented and so it should take care of the exact needs of the consumer. The experienced planner immediately asks for the evidence of the extent and the nature of demand for the libraries and information centre, going to be planned. Needs of the user may be ascertained by questioning or by carrying out potential user studies. The nature and extent of local demand will have to be checked by consultation, surveys and controlled test so that information activities are well directed on demand criteria.
- e) Establishment of Plan Premises or Forecasting:** Forecasting is estimating or predicting the future internal and external environment of the information centre. Premises refer to planning assumptions concerning the expected internal or external environment under which the plan will operate. Since planning is concerned with the objective to be attained in the future and the provision of the means for their attainment, it is imperative that various dimensions of the future are explored and estimated.
- f) Establishment of Objectives:** Objectives are the main factors on which the planning of a modern library depends. Depending upon the objectives it may be a public, special or academic library. The objective

should be established for the entire organization and then for each subordinate unit i.e. department or section of a library or information centres then the subordinate parts of the department or section and so on. Major department objectives in turn control the objectives of the subordinate departments and so on down the line. The objectives are divided and sub divided into successively smaller components until each department or section of the library has a definite set of goals for the short as well as long period.

- g) Course of Action:** The planners should search for and examine and evaluate the alternative course of action by weighting them in the light of various factors involved i.e cost, time, materials, manpower, equipment, etc. The use of operation research and mathematical and computing techniques may be helpful in this regard. Out of the alternatives, a suitable course of action should be selected.
- h) Choice of the Site:** Choice of the site should be the one conveniently accessible to the community to be served taking into consideration the future expansion.
- i) Public Library:* For public library, the site should be centrally located where everybody finds it convenient. This should be the place where normally public visit more often than any other place. Therefore a place where they go for shopping might be found suitable.
 - ii) University Library:* The site should be centrally located within the campus.
 - iii) College and School Library:* The location of the library does not matter very much if the distances are small, but if possible the library should be at the entrance path.
 - iv) Special Library:* Library site in case of special library should be near the factory building or the factory canteen or staff canteen. The ground floor might be preferred for the library.
- i) Organizational Structure:** Organizing means the establishing of a formal structure of authority that is well defined and that can co-ordinate towards the attainment of the objectives. Proper job analysis and

assignment of job should be planned in such a manner that no overlapping in duties occur. This can be achieved by establishing various departments. The power, function and duties of various departmental heads must be clearly defined; similar jobs should be put under one department while the jobs which are dissimilar should be isolated from each other.

j) Financial and Cost Consideration: Without a proper source of finance an information centre will fail to provide the expected services to its user. It should not depend solely on the grants received from the parent organization. It should also make provisions for generation of funds by itself.

k) Determination of Requirement of Resources: In this stage the various kinds of resources that would be required for the implementation of objectives or planning are determined. The resources mainly consist of the following.

i) Library Building, Equipment and Other Similar Facilities: A library and information centre cannot exist without a proper building, without the furniture and equipment. So the construction of a library building is of first and foremost step for planning a library or information centre. The building should be well equipped and must be free from dust, dirt, cobwebs and also should be water proof, theft proof and equipped with noise prevention measures, the provision of drinking water, heating and cooling machine (air conditioned), proper lighting.

The basic aim of the design of a library building should be to achieve flexibility by using the modular system. The library building has to demonstrate a remarkable ability to grow, to adapt to changing conditions to meet new demands and to implement new technologies. If these aspects are taken care of then one need not give much weightage to the predictions made about their future expansion and existence. The space estimates for the library staff, documents, services, users and for other purposes i.e corridors, entrances, lobbies, toilet, etc should also be prepared.

ii) *Library Staff*: Library staff constitutes an important component of the library trinity. The entire staff structure of a library usually consists of certain ranks of employees of different grades. The ranking of employees is determined according to the types of work they perform; in other words, it relates to the number of posts at each level. All the employees in a library are divided into *three* categories i.e *professional, semi-professional, and non professional*.

The professional staff are engaged in performing professional duties whose minimum qualification should be graduation with at least one year training in library and information science leading to post graduate degree or diploma. The semi professional staff of the library employees are engaged in performing library routines and techniques under the guidance of the professional staff and have to receive alternatively training in library science. Also some non-professional (clerical) and unskilled workers are appointed to perform certain library works.

Planning for education and training in library and information science and technology is to be given utmost attention so that a high quality of man power at all levels in adequate quantity and with a variety of skills is constantly made available to take care of the ever increasing complex of the information institution and the system. There should also be scope for continuing education, training, and scholarship.

In order to promote exchange of experience, conference, seminar, workshop etc. should be organized. Adequate facility for research and development, innovation should be built-up.

iii) *Information Technology (Hardware & Software Resources)*: A modern library and information centre should give thrust to the application of modern information technology, which involves computer hardware and software, telecommunication, reprographic, digitization, and micrographic equipment etc and should also create and develop facilities thereof; otherwise it will find itself handicapped to have access to the world of information.

- iv) *Document (information) Resources:* A compressive collection of documentary information resources, whether primary or secondary or tertiary, should be built within the organization. The collection should be focused on the user's need. If it is a plan for a university library then importance should be given for post-graduate students as well as research scholars. Similarly a special library develops its collection and service according to the requirements of the parent organization.
- v) *Institutional Resources:* A modern library or information centre, however resourceful, cannot be self-sufficient in respect of information due to the information explosion, so there must be some provision to link up similar type of institutional resources i.e. libraries or information centre, joining with other library network, and consortia.
- l) **Information Product and Services:** A library or information centre should also have an option to bibliographic control, indexing and abstracting services relating to indigenous information, besides the traditional services. The scope should also be there to provide the service by on line and off line mode. The scope for document delivery service, translation service, reprographic service, accesses and repackage of information should also be there. Establishing database of indigenous information, establishing feed back mechanism and evaluation of the services and products should be made constantly.
- m) **Standardization:** Standardization in terms of methods, procedures, hardware, software, services must be followed so that exchangeability of information is facilitated in the national network. Standardization will contribute to overall economy of cost time and effort.
- n) **Cooperation:** Cooperation with other similar institutions and national information system should also be maintained in the information field to exchange information between institutions.
- o) **Preparation of Preliminary Plan:** A preliminary plan should be prepared at this stage by considering all of the above considerations.

Besides the above steps the following steps are also required to be taken.

- p) Publicity:** Every plan has a movable horizon i.e. it is never definitive but can and should be improved in the light of experience and will inevitably have to be adopted. It is important, therefore, that the initial plan includes arrangement for education and amendments as necessary. The planning officer should encourage energetically such studies as help in improving the plan further before its submission to the competent authority. Considering this view, planning must be free to discussion and public should be asked for constructive criticism and suggestion regarding the aim, objectives and arrangements.
- q) Preparation of Final Plan:** In the light of open discussion / advice received the preliminary plan should be revised or modified and a final plan should be prepared. The final plan should state clearly the list of equipment needed, stating the sources of funds, budget estimates, time needed for completion of the project etc.
- r) Numberizing Plan by Budgeting:** The final step consists of numberizing the plans by converting them to budget. Each section of a library can have its own budget which may form part of the total budget.
- s) Obtaining Approval from the Top Management:** After the preparation of the final plan, if the library and information centre going to be established is a part of the parent institution then it is important to obtain general approval from the top management.
- t) Execution and Evaluation:** In course of execution the short term section of the plan will indicate the urgent and basic problem, legislative, staff training, setting up of executive bodies that must be disposed of in order to attain the medium and long term objectives. The information centre should have a continuous user-orientation programme to attract the new users to the system. After the full implementation of the project it should be periodically evaluated and maintained to keep it up-to-date with time.

3.4 BASIC PRINCIPLES OF LIBRARY BUILDING DESIGN

- a) **Functional Design:** A library building should have functional design rather than a monumental one. There should be provision for documents, users, staff, and service areas. There should be areas for senior professional's rooms, library staff, seminar room, binding section, reprographic section, digital library section with additional areas for acquisition section, technical section, reference section, reading room, room for stack book, circulation section, etc.
- b) **Open Access:** The availability of the number of library staff, the user demand and the type of collection are the deciding factors for a library to go for open access or closed access system. In a closed access library the users are prohibited to enter the library, they should write their demands in some slips. The building design for open access is also considered useful for closed access system. However, vice versa is not true. But, in both the closed and the open access systems, library property counter and some such a thing are a must, because the users are free to enter the reading room and the periodical section in both the cases. Both the systems require that the library building should have a single entrance and one exit point for keeping a proper control on incoming and outgoing users. The whole building should be accessible from the entrance to different parts of the building by means of simple and easy to understand plan requiring only a few directions or guides. Doors and windows should be protected by means of wire fabric to avoid any loss of books.
- c) **Future Growth:** A library building should be planned for at least next 20 years, keeping in view the rate of collection development, number of readers, technology enhancements, etc. The building should be extendable to allow for future growth with minimum of disruption. There should also be adequate provision for future expansion, both horizontally and vertically.
- d) **Flexible:** There should be the means of interchangeability of all major stack areas, service areas, reading room, and staff areas. The whole

design should be such that if any change in library function takes place in future it will be possible to adjust the layout without carrying out major structural operations. There should be no interior load bearing walls but the building should be able to bear the stack load anywhere.

- e) **Air-conditioning, Lighting and Noise:** Uniform standards of lighting, heating, cooling, ventilation, noise prevention, communications, fumigation and flooring are necessary to meet the criteria of interchangeability. The natural light should come inside the whole building throughout the day time. Outside or background noises generally cannot be controlled except by double glazing which involves air conditioning. The inside noise of human voice, equipment and mechanical device, impact of footsteps, banging of doors should be reduced by using insulating materials and devices, use of acoustical material for walls and ceilings in corridors, reading rooms and work rooms. Use of proper floor coverings is also essential.
- f) **Modular Design:** A building on modular system is the one which is supported by columns placed at regular interval. The basic dimensions of library building should be in multiples or submultiples of some module/column. Even while only the columns are load bearing inside the building, outside walls may also bear the load. Columns, stairways, lifts, hearing facilities, plumbing and ducts are all fixed and everything else is movable. Thus, the modular system leads to flexibility.
- g) **Economic:** The design should be such that the operation of the library can be carried out with the minimum of staff and finance. The windows should be covered with net.
- h) **Secure:** The building should be free from dust, dirt, and cobwebs. To deal with other vermin the best remedy would be to have a rat proof building. The water may not enter the stack room either through ventilators and windows or due to leakage of roof. The stacking material should be fire proof. Sufficient number of fire extinguishers and fire buckets should be fixed at various strategic places in the building. The library building should also be designed to guard against some detrimental habits of the readers, visitors and outsiders.

3.5 LIBRARY STANDARDS

It is desirable that a library should use standard specification. In this connection the following standards will be found useful.

- i) Indian standard specification for library furniture and fittings: Part I Timber [IS: 1829 (Part I)-1978].
- ii) Indian standard specification for library furniture and fittings: Part II Steel [IS: 1892 (Part I)-1977].

Indian Standard Recommendations relating to primary elements in the design of library building (first revision), Delhi, Indian Standards Institution, 1977 recommend the following

- a) Documents:** 150 volumes per square metre;
- b) Library Staff**
 - i) Librarian and deputy librarian=30 m²
 - ii) Classifier, cataloguer, accession librarian and maintenance librarian= 9 m²
 - iii) Administrative and professional staff not at service points = 5 m²
- c) Users:** Average area per reader in the reading room=2.33 m²
- d) Services:** Area required for services to users can be calculated on the basis of local requirements;
- e) Others:** According to Keyes D. Metcalf, Planning academic and research library buildings, New York, McGraw-Hill, 1965, P. 316 space for stairways, corridors, entrances, lobbies, toilet facilities, walls, columns, vertical communication and transportation, etc would consists of 30 percent to one-third of area for documents, readers, and service to readers and staff.

The dimension for table, chair, shelving and card catalogue cabinet can be taken from the Indian standard specification for library furniture and fittings: Part II Steel (IS: 1829 (Part II)-1977), New Delhi, Indian Standards Institution, 1978.

Stacks are required for reading room, staff's room, seminar and meeting hall, for non-book materials and so on. While selecting stacks for any kind of library, the main consideration should be to ensure

maximum space utilization, user convenience and easy movement with the stack room. The Indian Statistical Institution, Delhi has laid down a standard for wooden rack vide IS: 1829 (Part 1)-1961 Library Furniture and Fitting: Part 1 (Timber). These have been reaffirmed by the University Grants Commission's Library Committee. These are very much in use.

3.6 LIBRARY FURNITURE AND FITTINGS

The furniture and fittings can be made of metal, wood or plastic. The furniture and fittings should also be modular. This would be the case for tables, chairs, book racks, book trolleys, doors, windows, etc.

a) Book Racks: For normal shelving in general libraries, the standard racks or shelves made of either seasoned teak or sheesham wood can prove useful and functional. Book racks are used to store books, bound volumes of periodicals, reports and such other kinds of materials. Each individual rack is usually 180 cm wide, 195/225 cm high and 25/50 cm deep depending on whether it is a single-sided or double sided. The number of shelves in a rack is usually 5-6 depending on the high of the rack. A number of racks can be joined together to make one row. In general, the height of the unit book rack should be such that a person of normal height should be able to pick up books from top-most shelf. The popular kinds of stacks are:

- i) *Fixed Shelves with Double Row:* They are normal fixed shelves where material can be arranged in double rows.
- ii) *Hinged Stacks:* Here two shelves are joined together with hinges on one side and one shelf fixed while the other is mounted in front of the hinges.
- iii) *Rolling Stacks:* These are metal stack units mounted on ball bearing wheel placed side by side.
- iv) *Compact Storage:* This system consists of units of three stacks, the centre row of fixed double-sided stacks at each side. This helps in increasing the capacity of the storage space.

v) *Multitier Stacks*: This kind of stacking consists of stacks from the floor to the roof and it has become quite popular in very large libraries.

b) Periodical Display Rack: Double sided periodical racks are not recommended since the unit becomes too bulky. It is better to place two single sided racks back to back, if necessary. The following types of periodical display racks are generally available in the market.

i) *Step or Gallery Type*: In this type the periodicals are displayed stepwise, each step being 5 cm deep and 15cm high. Length of the rack is generally 90cm. There may be 4-5 steps and on each step 4-5 journals can be displayed and on a single sided rack 20-25 journals can be displayed.

ii) *Pigeon Hole Type*: This type of rack has two parts, one being a cupboard in the bottom and other pigeon holes at the top. The usual height and width are 7.5 feet by 6 feet. The depth is about one foot in the pigeon hole and about 1.5 feet in the lower cupboard portion. The cupboard portion is for storing the back volumes of the periodicals and the pigeons holes hold about 36 current periodicals.

iii) *Inclined Type*: This type of display rack is an improvement over the earlier pigeon hole type of rack. This is a box type rack with horizontal shelves, each covered with wooden planks with an inclination to the shelf plank. The shelves can be portioned into pigeon holes, each hole being provided with a wooden support for the periodicals. The inclined plank provides a way of displaying periodicals with the back issues in the space behind the inclined plank. Display space for 25-30 periodicals can be provided in one rack.

c) Catalogue Cabinet: The catalogue cabinet is a unit of drawers full of cards specially designed to hold library cards (5 x 3) and equipped with a metal holding rod. These units are available in a wide range of sizes starting from four drawers to about sixty drawers. For convenience and ease of consultation, the trays of drawers are placed on stands of eye level. Each tray can hold about 1,000 thick cards.

- d) Charging Desk / Issue Counter:** In most of the libraries the charging desk is specially designed to serve special need of the library, and it is not usually acquired from the open market that has predefined shape and size. The issue counter is usually designed for two people to work simultaneously. The height of the counter should be 4-5 foot and should have sufficient drawer space to accommodate all the issued documents records. The counter should also have sufficient shelving space for placing the books which are returned by the users. The common type of design used for issue counter is circular, L-shaped, rectangular, and U-shaped.
- e) Computer Table / Reading table:** Proper computer tables with drawers are required for the OPAC terminal, digital library section and such other. Some common type tables are also required for the technical staff of the library and for the readers to use as reading table in the reading room. The tables to be used in the reading room are large in size and without any drawers.
- f) Chairs:** The chairs are required for OPAC terminal, digital library section, technical staff and for the readers to use in the reading room.
- g) Book Ends or Book Supports:** These should be provided in large numbers. At least two book supports are required for one plank so that the books are made to stand erect.
- h) Book-lifts and Trolleys:** If the book stacks are spread over many floors, it is desirable that book lifts or dumb elevators, as these are called, should be provided. Similarly, to carry books from one end to the other end of each floor, there should be a book trolley so that the time and energy of the staff can be saved.
- i) Record Keeping Equipment:** In a modern library, most of the record keeping equipment is replaced by computerized record keeping databases. The record keeping equipment includes loan register, periodical record register, accession register, gate register, membership register and such others.
- j) Filing Cabinets:** There should be filing cabinets for correspondences, newspaper clippings, pamphlets, patents, standards, and other types

of materials with odd sizes. For filing of correspondences, vertical filing cabinets with drawers that can be pulled out can be used. Pamphlet boxes of various kinds are also available in the market for storing pamphlets, leaf-lets, standards and patents.

- k) Photocopiers / Printer:** In the libraries for various activities there will always be the need of multiple copies of a single document. The photocopiers will also be needed when readers of the library want to make Xerox copies of a chapter of a book or for such other activities. Several leading companies are manufacturing photocopiers with several variations like coloured copies, size enlargement or reduction and several copies at a time. Depending on the requirements of an individual library and availability of funds, suitable copier as per requirement can be purchased. In modern day libraries computer printer should also be procured.
- l) Typewriters / Computers:** Typewriters are gradually replaced by computers in most of the libraries. So, it's better to go for computer than typewriters. In an automated library bar-coding printer, bar-coding reader and such others should also be procured.
- m) Miscellaneous Items:** It will include stool or step ladder for reaching the roof for cleaning, for users in stack room for picking books from upper shelves, vacuum cleaners, air-conditioners, binding equipment, projectors, etc. Some other library furniture may include notice board, newspaper stand with sloping top, property counter or rack for keeping the users belongings.



CHECK YOUR PROGRESS

A) Find out True and False Sentences

- a) Premises refer to planning assumption concerning expected internal or external environment under which plan will operate.
- b) University library site should be centrally located.
- c) A library building should have a repeated load bearing wall after some interval.



3.7 LET US SUM UP

Planning the library building is a team project and not exclusively the job of an architect. The basic aim of the design of a library building should be to achieve flexibility using modular system. In addition, open access and provision of future growth is an important consideration. The design should be functional rather than a monumental consisting of a rectangular area having pillars or modules.

The inclusion of the librarian in the library building committee is a crucial factor. He is the best person for planning and equipping the library and determines the exact functional relationship between the various parts of the structure. He will prepare a note on library building programme explaining the requirements of the library to the architect, management, etc. The architect on the basis of his note would propose a plan keeping in view the ways in which the users would use a library. He would be able to suggest the designing of a functional and attractive building within the budget allocated for the purpose. The decision of the library building committee must be finally approved by the competent authority.



3.8 FURTHER READING

- 1) Krishan Kumar (1987). Library Administration and Management. New Delhi: Vikas.
- 2) Dhiman, Anil K. & Rani, Yashoda (2005). Learn library management. New Delhi: Ess Ess.
- 3) Khanna, J. K. (2008). Managing University and College Library, Delhi: Sanjay Prakashan.
- 4) Mahapatra, Piyushkanti (1997). Library Management. Calcutta: World Press.

- 5) Mittal, R. L. (2007). Library Administration: Theory and practice, 5th ed., New Delhi: Metropolitan.
- 6) Penna C. V. (1970). The planning of library and documentation services. 2nd ed., Switzerland: UNESCO.
- 7) Rajagopalan, T. S. and Ranjan, T. M. (1986). National Information Policy for India: a perspective. In B.M. Gupta et al. ed. Handbook of libraries archives and Information Centres in India: New Delhi: Information Industry.
- 8) Sharma, C.K. (1977). University library its management and organization. New Delhi: Metropolitan.



3.9 ANSWERS TO CHECK YOUR PROGRESS

A) Find out True and False Sentences

- a) True b) True c) False



3.10 PROBABLE QUESTIONS

A) Short Answer Type Questions

- a) Who are the members of the library planning committee?
- b) What do you mean by modular design of a library building?
- c) Write notes on library standards.

B) Essay Type Questions

- a) Describe the different steps involved in planning a library and information science centre.
- b) Write the principles of library building construction.
- c) Write a descriptive note on library furniture and fittings.

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UNIT 4: LIBRARY STAFF

UNIT STRUCTURE

- 4.1 Learning Objectives
- 4.2 Introduction
- 4.3 Library and Information Profession
 - 4.3.1 Profession
 - 4.3.2 Library and Information Science as a Profession
- 4.4 Staffing Pattern of the Library
- 4.5 Librarians in Different Types of Libraries
 - 4.5.1 Duties and Responsibilities of the Librarian
- 4.6 Academic Status of a Librarian
- 4.7 Library Governance and Authority
 - 4.7.1 Library Governance
 - 4.7.2 Library Authority
 - 4.7.3 Library Committee
- 4.8 Library Rules and its Components
- 4.9 Let Us Sum Up
- 4.10 Further Reading
- 4.11 Answers to Check Your Progress
- 4.12 Probable Questions

4.1 LEARNING OBJECTIVES

After going through this unit you will be able to

- Know the characteristics of a profession;
- Know the staffing pattern of the library;
- Define library rules and their components;
- Explain the library authority and library governance;

4.2 INTRODUCTION

No organization can work without its staff strength. The same is true for the library also. So, to meet the demand of the user of a library the

library authority recruits sufficient number of persons with different academic degrees and / or experience in the library. They are termed as library staff or Library and Information Science (LIS) professionals. There are various synonymous terms that are used for LIS professionals such as librarian, curator, archivist, metadata architects, cataloguer, indexers, information broker, information architectures, metadata managers, etc.

4.3 LIBRARY AND INFORMATION PROFESSION

The information professionals should have a very good communication skill, capacity for judgment, a service-oriented mind that is ever willing to work for the benefit of others, a user-friendly attitude, curiosity for the latest information in all relevant fields, and lastly adaptability for any situation. Along with the user's needs that change from time to time, the method and techniques employed for the dissemination of information also change and the librarian in particular should be able to adapt to these changes.

4.3.1 Profession

A profession is an occupation that requires extensive training, the study and mastery of specialized knowledge, and usually involves a professional association, ethical code and process of certification or licensing. Historically, the number of professions was limited. The medical doctors and lawyers have traditionally held the monopoly on professional status and on professional education along with the military officers recognized as their social equals. With the rise of technology and occupational specialization in the 19th century, other bodies also began to claim "professional" status: engineers, librarianship, educationalists and even nurses, and today almost any occupational group can at least unofficially aspire to belong to a professional rank. There are many other groups that seek to claim the status as a profession and many others who would dispute that status.

The existence of a traceable historical record of notable members of the profession can serve as an indicator of a profession. Often, these historic professionals have become well known to laypersons outside the field, for example, Clarence Darrow (law) or Edward Jenner (medicine). In modern times there is no standard definition of a modern professional, however.

According to Rescoe Pound, in common parlance, "the term refers to a group of men pursuing a learned art as a common calling in the spirit of public service - no less a public service because it may incidentally be a means of livelihood". A member of a profession is termed a professional.

Websters Third New International Dictionary of the English language defines a profession as "a calling requiring specialized knowledge and often long and intensive preparation including instruction in skills and methods as well as in the scientific, historical or scholarly principles underlying such skills and methods, maintaining by force of organization or concerted opinion, high standard of achievement and conduct and committing its member to continued study and to a kind of work which has for its prime purpose the rendering of public service".

4.3.2 Library and Information Science as a Profession

In modern usage, professions tend to have certain qualities in common. A profession is always held by a person, and it is generally that person's way of generating income. Dalton E. Mc Farland in "Management Functions and Practices" mentions some characteristics of a profession. Along with the characteristics, necessary arguments are given below to justify whether librarianship is a profession or not.

- a) Entrance is Competitive:** All professions maintain rigid rules and high standard of qualification for the new entrants into the profession. As entrance into professions is highly competitive an entrant typically has to have above-average mental skills.

When we consider the employment aspect in libraries, at junior professional level, the entry is direct, but even before that proper orientation into the system, service and professional ethics is provided in many organizations. At the senior professional level the entry is by selection among the experienced professionals.

- b) Body of Specialized Knowledge and Technical Skill:** A specialized knowledge of the concerned field is needed by the professional. Those persons who are engaged in a library should have the required academic background although; some of them may not possess a LIS degree. To practise librarianship also requires extensive knowledge and technical skill such as an extensive knowledge of classification or cataloguing without which one may find it difficult to run a library.
- c) Formal Training and Experience:** Professions also require rigorous training and schooling beyond a basic college degree for acquiring the needed skill and methods to put the knowledge into work. Nowadays there is a large body of growing literature on library and information science for training and educating the professionals to acquire specialized knowledge and skill in the field of library science. Specialized journals have also started coming out in recent years. It has also its own indexing and abstracting services.
- d) An Ethical Code or Standard of Conduct:** A set of principles, a social code or ethics is needed for the professional. Many organizations have codified their conduct, often designated “code of ethics”, and what they require for entry into their organization and how to remain in good standing. Some of these codes are quite detailed and make strong emphasis on their particular area or expertise; for example, journalists emphasize the use of credible sources and protecting their identities, psychologists emphasize privacy of the patient and communications with other psychologists, anthropologists

emphasize rules on intrusions into a culture being studied. Most of the codes do show an overlap in such concepts as, “do no harm”, “be honest”, “do not use your position for private gain”, etc. In different parts of the world different professional bodies of Library and Information Science codified such rules. In India also Indian Association of Special Libraries and Information Centre (IASLIC) has evolved a code of conduct and ethics for special librarians in India.

- e) **A Commitment to Public Service:** A professional needs to work with the prime purpose of rendering a public service rather than for monetary gain. It has also been suggested that some professionals feel an obligation to society, beyond their client relationship. Doctors may not merely sell their service if a procedure is medically inappropriate, however much the client may want it undertaken; architects may refuse to work on a project that would be detrimental to its surroundings, and lawyers may refuse to take cases which are merely exploitative. The obligation to educate the client is often seen as a key part of the definition. Librarianship is a service oriented job and the user of a library is regarded a king.
- f) **Guarantees of the Service Rendered:** The concepts of professionalism may be inferred from guarantees. But these are inferences only. The idea behind a guarantee is that the person offering the guarantee is accountable to the extent of damages that will be compensated. One thing these sources hold in common, implicit or explicit, is the idea of accountability. Those who are members of these organizations or professions are held accountable for what they do.
- g) **Formal Organization:** An organization generally binds all the members of a group, calling or vocation together for concerted opinion, to achieve high standard in performance, and to act as a force to achieve common goal.

The formal organization of librarianship started with the establishment of the American Library Association in 1876. At modern times library association are there at different levels i.e. international, regional, national, state and local. Many associations covering specialized interest have also come into being. For example, Indian Association of Special Library and Information Centre (IASLIC), Medical Library Association of India (MLI), Indian Association of Teachers of Library and Information Science (IATLIS), etc.

h) Licensing of Practitioners: Membership in the profession is usually restricted and regulated by a professional association. For example, lawyers regulate themselves through a bar association and restrict membership through licensing and accreditation of law schools. Hence, professions also typically have a great deal of autonomy, setting rules and enforcing discipline themselves. Professions are also generally exclusive, which means that laymen are legally prohibited from practising the profession. For example, people are generally prohibited by law from practising medicine without a license and would be likely be to practice well without acquiring the skills of a physician.

Generally, professional library jobs require an academic LIS degree as certification. In the United States, the certification usually comes from a Master's degree granted by an ALA-accredited institution. In the United Kingdom, however, there have been moves to broaden the entry requirements to professional library posts, so that qualifications in, or experience of, a number of other disciplines have become more acceptable.

Library Association (LA), UK maintain the professional register of chartered librarians (professionally qualified members are known as chartered librarians and are of two categories

i) Associates who are fully trained and professionally educated librarians and

- ii) Fellow (FLA) who have successfully completed additional work at an advanced level to prove their ability in special areas of librarians.

4.4 STAFFING PATTERN OF THE LIBRARY

The staffing is an assessment of the staff which is meant to give the library a competent staff in all the different categories and to get the best out of them. According to Evans, “staffing is the function by which a manager builds an organization through the recruitment, selection and development of individuals as capable employees. The staffing in libraries consists of the different categories of person with experience and expertise.

a) Types of LIS Professional: There are various types of LIS professional in general which can be grouped into the following:

- i) *Professional:* Professional consists of those who are employed on professional job and who possess degree in library and information science as well as in some other discipline. Professionals are employed at higher level and middle level and are responsible for administration and managerial and professional job. Usually Librarian, Deputy Librarian, Assistant Librarian and Senior Library Assistants, whatever may be their designation, are included in this category.
- ii) *Para Professional / Semi Professionals:* They are with diploma or certificate in LIS. Their designation may be library assistant, technical or professional assistant, junior cataloguer or equivalent. They usually perform the routine professional and technical job.
- iii) *Unskilled / Supporting Staff:* They are with the minimum educational background and are adequately experienced in doing a particular job or trade and usually have a non-library degree. The designation may be reprographic assistant, book arranger, book binder, conversation assistant, typist and equivalent.

Besides the above categories of staff, some other staffs are also necessary. They include attendant, cleaner, peon, gardener, and sweeper.

The quantum of the staff depends on the total service area of the library, the number of departments / branch and other organized unit, the hours of opening, population and size of library users, amount of circulation and demand for reference service, and the financial support available.

b) Activities of LIS Professionals: The different categories of library personnel are assigned specific public service activities, some of the functions may overlap while some of these can vary from library to library but in general these are of the following types

i) Activities of a Professional

- *General Activities:* Establishes operating policy, assigns the personnel, public relations, general supervision, work with faculty.
- *Professional:* Book selection, performing the book order; do classification and cataloguing, indexing, etc. Selection of circulation system, non-routine registration, schedule staff. In case of Interlibrary Loan determine interlibrary loan code.
- *Reference:* Initial patron contact at the Reference Desk or Information Desk, gives general information and answers directional questions, interviews patrons and answers reference questions, searches computer databases, compiles bibliographies, explains the use of library catalogues and periodical indexes, recommends material for purchase.
- *Miscellaneous Activities:* Establishes subject headings for vertical files, works on displays, bulletin boards and exhibits.

ii) Activities of a Paraprofessional

- *General:* Assigns personnel, public relations, general supervision, and work with faculty.
- *Professional:* Their job includes book ordering, accessioning and preparation of books for the shelves, physical verification of books, membership registration, to maintain files, deal with disputed fines. Supervise collection and catalogue

maintenance, circulation, stock verification, charge out and check in materials, accepting interlibrary loan requests, and bibliographic and location search, to identify overdue and carry out overdue procedures, collecting fines, re shelving, shelf reading, shifting materials on shelves, inventory.

- *Reference*: Initial patron contact at Reference Desk or Information Desk, to answer general information and directional questions, answer simple reference questions within limits established by the library, to interview patrons and answer reference questions, compile bibliographies, explain the use of library catalogues and periodical indexes, bibliographic work under librarian's direction, recommend material for purchase.
- *Miscellaneous Activities*: Establishes subject headings for vertical files, upkeep of files and assign subject headings under librarian's direction, work on displays, bulletin boards, exhibits, demonstrates the use of audiovisual equipment and compiles statistics.

iii) *Activities of an Unskilled / Supporting Staff*

- *General*: Public relations.
- *Professional*: Typing and other clerical work, book binding, maintaining files, to receive and return different types of material other than document, reprography, micrography, operation of different types of equipment, maintenance of fumigation chambers, de-acidification, lamination and other conservation processes.
- *Reference*: Initial patron contact at the Reference Desk or Information Desk, answering general information and directional questions, answering simple reference questions within limits established by the library, typing and other clerical work.
- *Miscellaneous Activities*: Compiling statistics, upkeep of files and assigning subject headings under librarian's direction, work on displays, bulletin boards, museum exhibits, demonstrating the use of audiovisual equipment.

4.5 LIBRARIANS IN DIFFERENT TYPES OF LIBRARIES

The librarians of different types of libraries have to perform work according to the library concerned. Following are the different types of libraries where librarians have different types of work to perform

- a) **School:** The school librarianship covers the library services for children in schools. In some regions, the local government may set the standards for the education and certification of the school librarians (who are often considered a special kind of teacher). School librarianship may also include issues of intellectual freedom, pedagogy, and how to build a coordinated curriculum with the teaching staff.
- b) **College and University:** The college / university librarianship covers the library services for colleges / universities. Issues of special importance to the field may include copyright, technology, digital libraries, and digital repositories, academic freedom, open access to scholarly works and specialized knowledge of subject areas which are considered important to the institution. The librarian of a college / university library caters large number of user base and therefore, involves higher responsibilities than his counterpart in a school library.
- c) **Public:** The librarianship for public libraries covers issues such as cataloguing, collection development for a diverse community, information literacy, community standards, etc. It is a librarianship with focus on public service and serving a diverse community of adults, children, and teens, and therefore, deals with intellectual freedom, censorship and legal and budgeting issues.
- d) **Special:** Special librarians include those who are involve with any other form of librarianship that serves in medical libraries (and hospitals or medical schools), corporations, news agency libraries, or other special collections. The issues in these libraries will be specific to the institutions / industries they inhabit. But the librarians in these libraries also include for their work such specialized functions as corporate financing, specialized collection development, and extensive self-promotion to potential patrons.

- e) **Archives:** This covers the study required to maintain and build the archives of records intended for historical preservation. Special issues include physical preservation of materials and mass de-acidification, specialist catalogues; solo work, access, and appraisal. Many archivists are also trained historians specializing in the period covered by the archive.

4.5.1 Duties and Responsibilities of the Librarian

The main duties and responsibilities of the librarians are as follows

- a) **Policy Formulation:** The librarian is to formulate and administer policies, rules and regulation for the purpose of securing the most complete use of the library and to participate in the formulation of educational policies of the parent organization.
- b) **Ex Officio Member:** The librarian acts as an ex officio member of all the academic bodies of the parent organization.
- c) **Library Budget:** The librarian has the responsibility to prepare and execute the annual budget of the library.
- d) **Library Documents:** He is responsible for all the professional job related to selection, acquisition, classification, cataloguing and maintenance of the library documents.
- e) **Library Service:** The librarian is also responsible for providing the various types of services such as CAS, SDI, Reference and also for creating reading habit.
- f) **Secretary of Library Committee:** He acts as a secretary of the library committee where he/she is responsible in preparing the agenda for the committee meeting by giving facts of each item, to issue the library committee meeting notice and to keep the minutes of the library committee meeting. The librarian is also responsible for keeping the library committee well informed about the day to day happening of the library.

- g) Library Representative:** The librarian represents the library before the patrons of the library, the general public etc and act as the chief executive of the library.

4.6 ACADEMIC STATUS OF A LIBRARIAN

Status means the social position or rank in relation to others and its relative importance. The status of the profession depends upon the rules that reflect the entry qualification for the new aspirants that want to join the profession, their future career prospects, the level of training needed, amount of experience required. After getting a job it also depends upon the position held in the administrative hierarchy of the institution, level of responsibility vested, amount of salary drawn, tenure, voting privileges within or outside the institution, vacation, sabbatical leave, sick leave, retirement benefit, social privilege and so on.

At present in India the status of the librarian is somewhat confused and uncertain. However, some academic librarians in colleges and universities are considered as faculty, and they hold similar academic ranks as professors. The following points will throw some light on the overall position of the librarian as an academician in different academic institutions.

- a) Entry Qualification:** At present the entry qualification for the post of librarian at college is on par with that of the lecturer i.e. Master degree with minimum of 55% marks in Library Studies, Library Science, Library and information Science and, in some cases, a Master's degree in another field, SLET/SET/NET and at university level, it is similar with that of the head of different departments.
- b) Rank in the Administrative Hierarchy:** He works at the top level of administrative hierarchy, next to the principal and vice principal at college level and alone with the top administrator such as Vice Chancellor, Registrar, Controller of Examinations in the University level. In case of universities, the librarian is directly responsible to the vice chancellor of the university or in colleges to the principal. The librarian is also a member of a University's Academic Council.

- c) **Responsibilities:** He/she acts as a boss or chief executive and is responsible for all the administrative functions of the library. He helps not only the students but also the teaching staff. Besides, he / she can be termed as the teacher of the self-education practice, who complements and supplements the classroom teaching.
- d) **Salary and Grade:** The salary and grade of a qualified librarian is at par with the teaching staff of the respective institution. In college, lecturer grade is given to the librarian, in Universities the grade of the librarian is equivalent to professors.
- e) **Condition at Foreign Countries:** In the United States and Canada, generally, the trend is to provide academic status to the librarians working in colleges and universities.

In India, in Karnataka, the Karnataka Government passed a resolution for the librarian to be treated on par with a teacher on 21st July 2006. Of course this is due to the efforts of the Karnataka State College Librarians' Association and fde credit goes to the Minister for Primary and Secondary Education Shri. Basavaraj Horatti and Shri D H. Shankarmurthy respectively.

Further, each individual working in an organization wants a feeling of group belongingness, as the public librarian are group among government officer, the librarian in research laboratories are group among scientist so the academic librarian wants to grouped alone with the faculty member of the institution.

So in the last if we count the academic and professional qualifications of librarian, they are same as that of teaching staff, so the status should also be the same.

4.7 LIBRARY GOVERNANCE AND AUTHORITY

The library governance refers to the persons (or committees or departments etc.) who make up a body for the purpose of administering the library. The authority has the power or right to give orders or make decisions in the library.

4.7.1 Library Governance

- a) **University Library:** University library is based on the statutes and ordinances adopted by the governing body of a university. The statutes made in accordance with the policy enunciated by the university act would determine the status of the librarian in the general set up of the university and provide for its organization and administration.
- b) **Public Library:** The public library law enacted by a state legislature forms the legal basis for the establishment, maintenance and governance of the public library. In India, the public libraries were formerly under the ministry of education but now it is under the ministry of culture.
- c) **Special Library:** In a special library run by a company or industry, there may be no legal basis of library government. The library concerned may be their internal matter and the librarian may be at the mercy of the higher authorities of the concerned organization. There may be no prescribed rules, regulations, etc.

4.7.2 Library Authority

The word “authority” implies a person having the power to do something, the power being derived from his office or character or prestige. A person having power is authorized by a competent agency / authority to carry out a certain job. The purpose of granting authority is to allow him / her to perform some kind of service by means of administrative process.

- a) **College Library:** In a college, the Board of Management is the authority and college librarian is directly answerable to the principal.
- b) **University Library:** In Indian Universities, the Executive Council (EC) is the library authority. In actual practice, many powers

are delegated by EC to the Vice Chancellor (VC). So, the librarian is directly answerable to the VC.

- c) Public Library:** In a public library, the Directorate of Library Services or Local or State Library Authority is the library authority or otherwise a library board might be the authority. The librarian is responsible to the board. In case of a public library, where there is a library legislation, it is mentioned in the library act as to who will be the library authority. But when there is no library legislation then the Director of Library Services will be the library authority.
- d) Special Library:** The Board of Director or Board of Trustees of the parent body is the authority. The librarian is answerable to the Managing Director or some other senior officer and in practice the situation differs from library to library.

4.7.3 Library Committee

A library authority may appoint a library committee, which is a body consisting of persons who are assigned the job of looking after the library. The library committee is needed because the librarian alone should not carry the whole burden of a big institution like a library.

- a) Members of the Library Committee:** In case of a University, the library committee is formed with the heads of the departments of the University, the Vice-chancellor, the Librarian, etc. The Vice chancellor is the Chairman of the library committee, and the Librarian is the Secretary. In case of college library, the principal is the chairman, and the librarian is the secretary. In case of school library, there is no need of a library committee because the library itself is a very small one and the librarian is the working head of the library.

The library committee should not be a very large. Only those people should be included as members of the library committee

who are interested in the library and in this way the membership is restricted within the limit of twenty.

b) Types of Library Committee: There are mainly two types of library committees

- i) *Executive Committee:* This committee is most powerful as it has full power over those matters which are delegated to them by the library authority. So the decision of the library executive committee is final and mandatory. It need not report its decision to the library authority.
- ii) *Advisory or Recommendatory Committee:* It simply gives proposals which are subject to the approval of the library authority.

If we go deep into the history of library committee we will also find some other types of library committees. These are as follows:

- iii) *Self Perpetuating Committee:* These committees have the sole authority and independence as regards the control and management of the library under it. It does not have to report to any other higher body about its activities.
- iv) *Adhoc Committee (Statutory Committee):* It has the advantage of being independent of politics. It takes decision expeditiously. This committee is more or less independent. The Madras Public Library Act of 1948 provides the appointment of such a committee. This type of committee serves as library authority.
- v) *Nominated / Elected Committee:* A large committee or an authority nominates or elects a smaller body for looking after certain bodies under it. It delegates certain power to such smaller bodies or committees.
- vi) *Recommending Committee:* It does not have any real power except that it simply gives certain proposals which are subject to the approval of the library authority.

vii) *Reporting Committee*: This committee has sufficient powers to decide the matters within certain limit. Such decision needs no confirmation of the supreme authority but the decision is to be reported to the latter for information.

c) Powers and Functions of Library Committee: Powers and functions of a library committee vary according to its nature. In case of the Executive Committee the powers, functions and responsibilities are more whereas in case of a recommending committee, these will be narrowed to a great extent. Almost all the proposals for discussion at the library committee meeting are put forth by the librarian who generally acts as an ex-officio secretary to the committee. The library committees generally serve the following purposes.

- i) *Library Building*: Library committee plays a great role in the construction of the library building and also makes necessary arrangement for the maintenance of the library building.
- ii) *Library Furniture and Fittings*: Library committee ensures the availability of the adequate and proper standard furniture so that in future any number of identical articles may be added without any wastage of money or space.
- iii) *Library Staff*: A library committee employs the qualified and adequate library staff for the library.
- iv) *Library Rule*: It frames a set of library rules and keeps them up-to-date.
- v) *Library Finance*: The librarian not being an elected representative of the people cannot successfully appeal for more fund allocation for the library. But the committee being a representative body of the people can successfully and convincingly appeal for more funds. The committee can also allocate the funds for the library.

- vi) *Collection of Documents*: A library committee may appoint a sub-committee to serve as book selection committee so that the lists of books are thoroughly scrutinized to avoid the purchase of undesirable books.
- vii) *Library Accounts and Audits*: A library committee provides the proper machinery for checking the library accounts. It may appoint an account sub-committee for auditing the accounts.
- viii) *Standard Library Service*: A library committee put in its best efforts to secure full coverage and standard library services to the users.
- ix) *Library co-operation*: A library committee finds out ways and means of securing co-operation between various branches within a locality and between other authorities.
- x) *Supervision and Advice*: Public functions are best performed by a committee of persons who may be elected or nominated out by the people themselves as such the library committees also supervise and advise the librarian in matters on which public participation is essential.
- xi) *Buffer Agency*: The committee serves as a buffer agency and an interpreter of the needs of the library to the community, controlling and guiding the library activities. In the absence of a library committee the librarian would find himself defenseless and unprotected.

4.8 LIBRARY RULES AND ITS COMPONENTS

The library rules lay down the privileges and duties of the library members so that they may know their limits precisely and there may not be any confusion. These rules and regulations serve as a guideline to deal with the public. In the absence of such rules it may be difficult for the library to meet the demands of its users. Freedom without any limits cannot be called freedom because a person who claims freedom to himself to do

any act which is injurious to the freedom of another person will deny the other person his freedom. So the diction “right” implies “duties” and “vigilance is the price of freedom” should be the guiding factors. The components of the library rules may be as follows:

- a) **About the Library:** A brief description about the library, its history, aims and objectives.
- b) **Library Hours, Holidays:** A library shall be kept open on all days from 9 am to 9 pm except on national holidays unless decided otherwise by the library committee. The issue counter shall be closed one hour before the closing of the library.
- c) **Library Collection:** The reference collection, rare books, thesis, periodicals may not be issued out.
- d) **Library Services / Facilities:** Circulation, reservation, reprography, inter library loan, bibliographical services can be considered as a must in every kind of library.
- e) **Membership Eligibility:** To get enrolled as a member of a library a person shall fill and sign the enrollment form. The category of members may be administrative staff of the parent institution, teachers, research scholars, students, and others.
- f) **Admission to the Library:** Only regular members of the library should have the admission privileges. However, non-members shall be admitted only by special permit to be issued by the librarian or his deputy during his absence. Membership identity card shall be shown at the counter when requested. Every member shall enter his name and membership number in the gate register.
- g) **Property Counter:** Sticks, umbrellas, boxes, personal books and such other items should be left at the property counter.
- h) **Membership Privileges:** Each category of member shall be given as many reader's tickets as many volumes of books he/she is entitled to borrow at one time. The category can be as follows
 - Administrative Staff – 5 volumes
 - Teacher – 20 volumes
 - Research Scholar – 15 volumes

Honors Student – 10 volumes

Students – 5 volumes

The borrowers must satisfy themselves about the physical condition of the books before borrowing. They shall be held responsible for any damage or mutilation noticed at the time of returning. In the membership privileges itself the condition of loan, period of loan, overdue charge, condition of renewal should also be listed out. A member who loses a ticket shall make a written report to the Librarian. He shall be responsible for the misuse of the reader's tickets. Duplicate ticket shall be issued after a lapse of two weeks from the date of such a notice and on payment of Rs. 100. He/she shall also be required to sign an indemnity bond.

A member, who infringes rules, shall be liable to forfeit his privilege of admission to and borrowing of books from the library.

- i) **Do's and don'ts:** Library rules includes those regarding the prevention of misuse of library resources, maintenance of silence, prohibiting spitting and smoking, switching of the mobile phone or keeping it in vibration mode, and so on. The rules also insist that no person shall damage or disfigure books or other property of the library. A member shall have to replace such books or other properties those are damaged or must make payment for the value thereof.
- j) **Others:** The rules also include the scope for their modification. The cases of misbehavior or discourtesy by the staff or unwillingness to provide service shall be reported to the librarian or his deputy during his absence.



CHECK YOUR PROGRESS

A) Find out True and False Sentences

- a) In India, IASLIC has evolved a code of conduct and ethics for special librarians in India.
- b) American Library Association was established in 1876.
- c) In case of university, the librarian is directly answerable to the VC.



4.9 LET US SUM UP

Librarianship is as old as the book itself. However, librarianship started assuming some of the characteristics of a profession from 1876 onwards. This was the year when American Library Association was established, the American Library Journals was launched, and the first edition of the DDC and the C. A. Cutter's Rules for making a dictionary catalogue were published.

The rules to be framed by a library should be worded in such a way that an average user can understand them. The main rules should be printed on the library tickets, book label, pocket and the back cover of the book.



4.10 FURTHER READING

- 1) Dhiman, Anil & Sinha, Suresh C. (2002). *Academic libraries*. New Delhi: Ess Ess.
- 2) Krishan Kumar. (1987). *Library Administration and Management*. New Delhi: Vikas.
- 3) Mahapatra, Piyushkanti. (1997). *Library Management*. Calcutta: World Press.
- 4) Mittal, R. L. (1984). *Library Administration: theory and practice*, 5th ed. New Delhi: Metropolitan.
- 5) Sankar, P. (1977). *Administration of technical libraries*. New Delhi: Sterling.
- 6) Sharma, Chandra Kant (1977). *University library, its management and organization*. New Delhi: Metropolitan Book.
- 7) Tripathi, S. M., Lal C. & K. Kumar (2002), *Descriptive questions in library and information science*. New Delhi: Ess Ess.



4.11 ANSWERS TO CHECK YOUR PROGRESS

A) Find out True and False Sentences

- a) True b) True c) True



4.12 PROBABLE QUESTIONS

A) Short Answer Type Questions

- a) What do you mean by “profession”?
- b) Describe the duties and responsibilities of a librarian.
- c) What are the different types of library committee?
- d) Who are the members of a library committee?
- e) What are the components of library rules?

B) Essay Type Questions

- a) Put your views in favor of Library and Information Science as a Professional subject.
- b) Describe the activities of different categories of staff found in the library.
- c) Enunciate the role of librarians in different types of libraries.
- d) Librarians are the academicians: put your views in favor of the statement.
- e) Describe the library governance and authority for different categories of libraries.
- f) Describe the functions of a library committee.

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UNIT 5 : MAINTENANCE SERVICE

UNIT STRUCTURE

- 5.1 Learning Objectives
- 5.2 Introduction
- 5.3 Guides
- 5.4 Shelf List
- 5.5 Document Maintenance in and around the shelves
- 5.6 Binding
- 5.7 Stock Verification
- 5.8 Evaluation and Weeding
 - 5.8.1 Evaluation
 - 5.8.2 Weeding
- 5.9 Let Us Sum Up
- 5.10 Further Reading
- 5.11 Answers to Check Your Progress
- 5.12 Probable Questions

5.1 LEARNING OBJECTIVES

After going through this unit you will be able to

- Know about the guides and shelf list;
- Explain the procedure of document maintenance in the stack;
- Find out the ways of how documents are selected for binding;
- Know about stock verification;
- Define the evaluation and weeding of library collection.

5.2 INTRODUCTION

Documents are acquired, processed, stored and displayed for use. So it is essential that these are maintained in proper order and in good physical condition fit for being used by the library users. In fact, the ultimate success of various other functions like acquisition, classification and cataloguing rests on the efficiency of the maintenance work. Maintenance

work involves continuous monitoring or keeping proper stocking, arrangement and display of books on the shelves in the stack rooms and taking care of them.

There are always some users who forget to return materials. There are also thieves who prey on libraries. The public may not always realize how valuable some of the library materials are. Again, the price to be paid in a retail store for books and other materials is much lower than what it costs for the library to acquire, process, store, and to maintain records and so on. Besides, some documents are rare and some go out of print. So the documents that are in the library collection can not be easily replaceable. The library security section that comes under maintenance should try to ensure that no document is lost, no document is mutilated and so on. If possible, the thief catching devices should be introduced in a library.

5.3 GUIDES

Guides should be put at different places in the library so that a user can find out his / her way without asking anybody in different parts of the library such as reading room, stacks, etc. Some general guides should be affixed at the entrance of the stack. It should give an overall view of the arrangements of books in the stacks. Besides general guides, the following will also need to be introduced, each of which should show the subjects covered in the particular area giving the inclusive class numbers as well as equivalent names of the subjects in the natural language / verbal plane.

- a) Tier Guide:** In case of more than one tier stack, a tier guide should be provided on each tier.
- b) Gangway Guide:** Each gangway should be provided a gangway guide.
- c) Bay Guide:** Bay is the part of the face of rack between two consecutive upright. The bay guide should be put for each bay in the stack room.
- d) Shelf Guide:** Each shelf should be provided a shelf guide.

5.4 SHELF LIST

A shelf list consists of cards of standard size 7.5 X 12.5 cm. A library can also use the catalogue cards without lines or colored cards for this purpose, or the duplicate copy of the main entry catalogue card of the book. For each volume there would be one card. The call number is written on the leading line in the left hand corner, starting from first vertical. Accession number is written below it. In the next line comes the heading. Last line contains title, edition and year of publication. These cards are then arranged in a classified order parallel to the corresponding books on the shelves.

Shelf list enables the library to maintain correct sequence on the shelves and to put every book in the correct place. It can also indicate immediately the position of any book on the shelf in the library. As such, the shelf list is an important record; so it should be kept under safety. Further, shelf list may be regarded as a stock register; therefore, it can be used for stock verification purpose also.

Shelf Rectification: The maintenance staff at all levels in a library can devote their free time in studying the books on the shelves so as to develop a fair knowledge of their contents. According to Ranganathan, shelf rectification is the process of restoring order among the books. In an open access library, users have the freedom to select books of their choice from the shelves. While doing so, some users may intentionally or unintentionally misplace the books in the shelves and a book wrongly placed is as good as lost. All these would require restoration of order. This can be achieved by reading the shelves systematically and shifting the misplaced books on the shelves to their proper places.

In order to control the movement of books in a library system, we make use of the shelf list. The cards will move with the books, wherever they are transferred. The regular shelf reading will provide efficient retrieval of materials and helps in the identification of the damaged books so that they can be removed for repair and binding.

5.5 DOCUMENT MAINTENANCE IN AND AROUND THE SHELVES

When the documents are in the shelves the following maintenance procedures are implemented

- a) **Shelving:** The documents should be properly arranged in the shelves of the library so that they can be quickly located. The arrangement may be keyword based, classification based or such other. This practice should be followed for the new books received in the library, books just returned from circulation, books taken out by the user to the reading room, books taken out from shelves for carrying out some type of correction, books received after binding, books that are misplaced, and so on.
- b) **Maintenance of Document:** If tags on books are found missing or get faded, then necessary action should be taken. Books in need of binding or repair should be taken out from the shelves for maintenance work. Maintenance of document will include following actions
 - i) *Mending:* Mending means minor restoration, not involving replacement with any new material or the separation of books from cover. For example, the mending of a tear in a page or the tipping in a loose leaf.
 - ii) *Repairing:* Partial rehabilitation of a worn volume, in which the amount of work done being less than the minimum amount of money involved in rebinding and more than the maximum involved in mending is called repairing. For example, the repairing of the cover cloth or restoring the lost leaf corners.
 - iii) *Reinforcing:* Strengthening the structure of a weakened volume usually by adding material is termed as reinforcing. For example, the strengthening of a hinge with cloth or the reinforcing of a page by covering it with tissue.
 - iv) *Recasing:* Replacing the cover of a volume, which is still in good condition but come out of its cover or has loosened in its cover, the sewing can be solved by recasing.

- v) *Re-backing*: Attaching a new shelf back on a volume without any other binding in termed as re-backing.
 - vi) *Re-sewing*: The process of making a new cover and of attaching it to the volume.
 - vii) *Re-covering*: The process of taking out the volume out of its cover, removing the old sewing, sewing a new and replacing it in the same cover.
- c) **Dusting and Cleaning**: Dust reduces the life of a book; further, the users will hesitate to take out for consultation such a volume which is full of dust. Again, the books lying unattended in dark corners for a long period have a greater possibility of being eaten by silver fish and other insects. To avoid this, dusting and cleaning of books should be done on a regular basis, at least in an interval of 20-30 days. In a library where the stack area is very large, cleaning can be done by mechanical devices like vacuum cleaners, etc.

5.6 BINDING

Binding enables the stock to be kept in proper physical conditions. Routine bindings as well as specification are similar for both books and periodicals publications. Big libraries should have their own binderies both for binding and repair of books. Other libraries should get their books bound and repaired by commercial binders.

- a) **Picking up Books**: Damaged books are picked up in the issue or return of the books by the users, during shelving, shelf rectification and stock verification. New books having weak casing should also be taken out for binding before being released for use.
- b) **Noting Details**: For each volume the librarian needs to prepare a binding slip. The binding slip should contain information regarding author, title, call number, accession number, kind of binding required, colour of binding, lettering (in gold or ink), matter for lettering on the cover page / spine, etc.

- c) **Sending the Books:** The librarian needs to prepare an order copy for binding from the binding slips, giving instructions to the binder. The order copy along with the books now should be sent to the binders.
- d) **Receiving Books:** On receiving the books, these should be checked with the binding slips to know whether specifications listed out are followed or not. Specification should cover matter regarding assembling (collation, removal of wrappers and advertisement), stitching (sewing, mounting of maps, and illustrations, use of end papers, cutting of edges), forwarding, lettering, sizes, materials to be used etc. If everything is found in order then the labelling and pasting should be done, to be followed by shelving and releasing of the bill of the binders for payment.

In many libraries, the issues of a complete volume of a periodical are bound together in hard covers which are known as bound volume periodicals. The bound volumes are shelved with other books by classification number in some libraries. In other libraries they are shelved in a separate periodical area. Some libraries acquire some of the current copies of periodicals in paper and the back issues in digital form.

5.7 STOCK VERIFICATION

Stock verification means a systematic checking of the library holdings with an aim to find out the missing volumes in the library stock. It is a physical check-up of the documents on record.

- a) **Need:** Books may be mutilated, misplaced, and lost. The damaged books have to be repaired; misplaced books should be taken out for correct placing, and the lost books should be simply written off. Those books, which are important and in heavy demand, would need to be replaced. In case too many books are found to have been lost, mutilated and misplaced, then steps have to be taken to improve the situation. For all these stock verification will be necessary.

b) Disadvantages: One of the disadvantages of stock verification is that during the stock verification process many libraries have to close down. The books borrowed by users are recalled for physical verification and this may cause inconvenience to the users. Again, very often the cost of stock verification is higher than the cost of the lost book.

c) Stock Verification Procedures: Let us now discuss stock verification procedures as given bellow:

- i) *Accession Register:* In this method, the accession register is taken to the shelves. One person calls out the accession numbers of the books on the shelves and another person ticks the same accession number in the accession register with a pencil. After this, the items on loan, the items sent for binding, etc are ticked in the register. At the end of this operation, a list of untraceable books is prepared. An effort is also made to trace the missing books. This method is time consuming, cumbersome and it spoils the accession register.
- ii) *Register Listing Accession Numbers:* In this procedure a separate register is prepared that contains the accession numbers. The register is taken to the shelves. One person calls out the accession number from the book, another person ticks the relevant column against the particular accession number. The rest are same as that of access register procedure.

For small libraries whose collections are within the range of 25 thousand can use any of the above two methods. They can also use similar method that includes Check Cards, Book cards, and so on. Large libraries cannot use these procedures.

- iii) *Loose Sheets Listing Accession Numbers:* In case of loose sheet, on each sheet consecutive accession numbers are written down. A single sheet may contain 100 accession numbers. An accession number called out is crossed out in the sheet. This procedure has the advantage over the above two in its ability to carry out the stock verification by more than two people at a time since the loose sheets provide wide flexibility of taking out by multiple persons.

- iv) *Shelf List*: When the shelf lists are on cards and the shelf list is up to date and accurate in terms of details and arrangement, then this procedure can be followed for stock verification. It is also essential that in this method, stock verification and stock rectification should be combined into a single process for the ultimate success. In this method also sock verification can be carried out by a number of persons at a time as portions of shelves to be checked can be allocated to different persons.
 - v) *Numerical Counting of Books*: This involves mere counting of books lying on shelves and those on loan. This number deducted out of total stock based on accession register would lead to number of books lost. On knowing the average cost of a book, one can calculate the cost of all the lost books.
 - vi) *Sample Stock Verification Method*: In this method, a few sections are chosen on the basis of sampling method (statistics) for stock verification. This gives the figure for annual loss on average basis.
- d) Loss of Books:** The stock verification is helpful in identifying and determining the loss of books in a library. Loss of books in an open access library is inevitable. The General Finance Rules 2005, The Ministry of Finance, Government of India, No. 194 (ii) (P. 74) envisages that "loss of five volumes per one thousand volumes of books issued / consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken". The authorities should write off such loss of books. In case the loss is higher than the permissible limit then there will be a need to investigate the mater. Causes for higher loss should be determined and steps should be taken to improve the situation.

5.8 EVALUATION AND WEEDING

5.8.1 Evaluation

Library documents are selected by different people over a long period of time. Librarians may vary in their perception of the general principles of the selection. Patrons' interest may change and what was a good collection a decade ago may no longer meet their needs, or the community itself may change, bringing entirely new patrons with very different needs. All these factors demand an evaluation of the total collection.

Collection evaluation is a part of collection development in which the existing collections are measured, analyzed, and judged according to preset criteria for size, relevance, quality, and use. Evaluation methodologies may be categorized by their focus (user-centered versus collection-centered) or by the nature of their findings (objective / quantitative/ statistical versus subjective / qualitative / interpretative).

a) Determining the Worth of the Collection: Various techniques can be used to get some idea of the worth of a collection. Some of them are

- i) *Bestsellers, and Reviews:* Each year the American Library Association produces lists such as Best Books for Young Adults, Notable Children's' Books, and Notable Books for adult collections. Certain ALA divisions cooperate to produce University books for secondary school libraries and university press books for public libraries. Other organizations also produce such lists. With more and more books being published and reaching the bestseller lists, librarians must check these lists against their holdings. How many titles were bought, how many were missed? Did the librarian decide consciously not to buy the missing titles and if so was the decision correct? Do the titles fall outside

the scope of the collection being developed or have the review media being used to make choices failed to alert the librarian as to their value? Another point of consideration is that no library can survive with only standard list of titles on its shelves, since no list can meet the need of diverse patron interest to be found in varying communities.

- ii) *User Study*: The librarian should be alert to study groups within the user community, their movement and their changing demands from time to time. The users' need is to be compared with the existing collection. Soliciting opinions on adequacy and quality of local collections from the users and/or experts can also prove effective.
- iii) *Interlibrary Loan Request*: Keeping accurate statistics on the number of requests as well as specific titles and subjects requested will provide an insight into the ways where the users' needs are shifting.
- iv) *Questions at the Reference Desk*: Requests from patrons will show the relationship between the patrons' interest and the library's collection. When a genuine conflict exists between the two, reevaluation of the collection development policy is called for.
- v) *Titles on Reserve*: The title on reserve also provides an insight into a patron's interest. A large number of reserves for a particular title would alert the librarian to procure more copies of the same title.
- vi) *Circulation Statistics*: Here, the circulation of locally held materials is analyzed to forecast distributions of future needs.
- vii) *Request Analysis*: In request analysis, the requests for materials that could not be found in local collections are analyzed to determine the weaknesses while the fulfillment of requests from other libraries is analyzed to determine the strength.

- viii) *Bibliographies*: No library has enough staff to use all the specialized bibliographies available for evaluation of a collection. But a wide range of such tools should be owned by libraries for consultation in reader's advisory and reference services.

5.8.2 Weeding

A garden can hardly attain the goals of beauty and elegance without the removal of the earlier plants and the planting and nurturing of the new ones. In the same way, a library should weed the obsolete or unused materials periodically to use its limited space most effectively and for efficient utilization of its new collections. But, titles from old collection need to be weeded only when the library periodically acquires new materials, as something is always better than nothing in the library.

a) Why Weeding is not Practised in Libraries: In a service library, the collection loses its value and significance if the important and valuable documents are mixed up with larger number of outdated and useless documents. Still, weeding is avoided in many libraries because of the following factors

- i) *Love for Large Numbers*: The glory for numbers in libraries is still there. This is mainly because official reports to be submitted by the librarian emphasize on numbers.
- ii) *No Reading is Obsolete*: Many feel that every book, however old it may be, has its own value. What seems superfluous today may contain the essence of our times for the researcher of tomorrow.
- iii) *Pressure of Work*: Library being a dynamic organization, a work pressure will always be on the library professionals. Since weeding implies careful, judicious and justifiable action, which needs time, librarians hesitate to weed out.
- iv) *Fear of Audit and Clientele Comments*: At the time of audit one may face objection that documents for which amounts

were paid are not found in the library. Similarly, the clientele may also comment upon the documents weeded out of the library saying that some very useful documents are also discarded.

The librarians need be discouraged by the above factors. A clear and well planned weeding out policy free from biasness and approved by a committee will clear all hurdles.

b) Weeding Policy: The Council of American Library Association holds the view that in public libraries “annual withdrawals from the collection should average at least 5 percent of the total collection”. Sinha Committee Report (1958) holds a similar view in case of Indian Public Libraries in the statement that “a conscious librarian should discard 5 percent of the fiction and 2 percent of the non-fiction every year”. According to Ranganathan, many collections lose their relevance in 20 years. After that period such books should not be preserved in the library but should be weeded out and written off.

c) What should be weeded: The following types of collection can be considered for weeding:

- i) Obsolete Collection:* In science and technology, the developments are so fast that the books published twenty or thirty years ago become outdated. Such books have to be weeded out. The books that are obsolete in content, style or theme also need to be weeded out.
- ii) Older Editions:* Superseded editions of books might well be eliminated, if the library is not attempting a historical collection of all the editions of a given title. Almanacs and yearbooks may be discarded after 5 years.

Bibliographies and encyclopaedias are of little use after ten years, though exceptions may be made in specific instances such as the famous eleventh edition of Encyclopedia Britannica.

- iii) *Unused Collection:* The books that are not circulated or consulted by any library patron during the last five years also need to be weeded out.
- iv) *Mutilated Books:* Books that are mutilated because of constant use should be withdrawn. Books that show signs of wear, books which have become dirty, shabby or just plain worn out should also be withdrawn. When the heavily used items or the titles with significant content are selected for weeding due to its physical condition then a new copy if it is still available from the producer or publisher, should be acquired or it should be replaced with a reproduced / Xeroxed copy (digital conversion).

The weeding should be regularly practised in the library. It might be possible for the selectors to consider each new title in relation to the possibility of discarding one already on the shelves. In such cases the weeded collection is replaced with a fresh edition or more contemporary substitute.

d) Space for Weeded Out Books

- i) *Storage:* At least one copy of the weeded books should be transferred from active collection to storage (cooperative or individual), or transferring the title to some network partner. This is for the possible remedies for preventing the permanent loss of the weeded collection. The provision of cooperative storage will make the weeded collection available to the user of any other libraries.
- ii) *Donation:* If the books are in good condition, particularly if they are older editions of reference sources like encyclopedia, handbook, etc, they may be donated to other libraries which are not in a position to go for such costly books.

iii) *Sold*: The documents which are completely worn out, mutilated and irreparable should be sold just like unpreserved old newspapers.

iv) *Destroy*: Some collection also needs to be destroyed. Ministry of Finance vide its circular of 7/2/1984 says that "there may be no objection to the librarian disposing of mutilated/damaged/obsolete volumes to the best interest of the library. However, the disposal of such volumes should be made on the recommendations of a three member committee".

e) **What should not be weeded**: The titles that were in the bestsellers list should not be weeded even if its circulation statistics is not good. The classic books in each subject also should not be weeded out.



CHECK YOUR PROGRESS

A) Match the Following

- | | |
|-----------------------------------|--|
| a) Books in the library move with | a) Weeded |
| b) Stock verification | b) Love for large numbers of collection. |
| c) Weeding Problem | c) Storage |
| d) Obsolete Collection | d) Missing volumes |
| e) Weeded Documents go to | e) Shelf list |

B) Find out True and False Sentences

- Loss of three volumes per thousand volumes issued / consulted in a year is to be taken as reasonable.
- According to Ranganathan, many collections lose its relevance in 20 years.
- Annual withdrawals from the collection should average at least 5 percent of the total collection.
- Superseded editions of books should not be weeded.



5.9 LET US SUM UP

If proper care is not taken by the maintenance section in a library, the stock would deteriorate and becomes unserviceable very soon. The maintenance section preserves the most valuable or most-used items in the collection.

In a small library, it is generally possible to carry out stock verification once every year. However, in a larger library, it is neither feasible nor necessary to do stock verification every year. In such cases it should be a continuous process, in which regions of shelves are taken for stock verification and the whole process should be completed in two to three years. Again, the part of the stock which is prone to greater losses can be subjected to stock verification more frequently. During stock verification, regular library services should not be affected as far as possible. The use of shelf list for the purpose provides a method of stock verification, which can be carried out without closing the library.

The library collection in numbers does not tell anything about how the collection relates to the patron needs. Library collections must be continuously evaluated to go with the user needs. The tools or methods that are used in selection of materials for library acquisition can also be used in evaluation of the collection and weeding of the unused collection. The library collection should be evaluated periodically within five to ten years, depending on the stability of staff doing the selection and patron's surveys showing major weaknesses. It should identify what has been missed, what titles in the collection are not relevant to the users and so on. All evaluation techniques are time consuming and costly.

Library materials may be weeded because of a combination of their out-dated content, unnecessary titles, their physical condition (scratched, torn, generally ragged), and their use patterns (declining or directly lost). The weeded titles may be sent to storage.



5.10 FURTHER READING

- 1) Dhiman, Anil Kumar (2008). *A Handbook of special libraries and librarianship*, New Delhi: Ess Ess.
- 2) Hyde, James H. (2003). *Library collection management*. New Delhi: Dominant Publishers and Distributors.
- 3) Krishan Kumar (1987). *Library administration and management*. New Delhi: Vikas Publishing House Pvt. Ltd.



5.11 ANSWERS TO CHECK YOUR PROGRESS

A) Match the Following

- | | |
|-----------------------------------|--|
| a) Books in the library move with | a) Shelf list. |
| b) Stock verification | b) Missing volumes. |
| c) Weeding Problem | c) Love for large numbers of collection. |
| d) Obsolete Collection | d) Weeded. |
| e) Weeded Documents go to | e) Storage. |

B) Find out True and False Sentences

- | | | | |
|-----------|----------|----------|-----------|
| a) False. | b) True. | c) True. | d) False. |
|-----------|----------|----------|-----------|



5.12 PROBABLE QUESTIONS

A) Short Answer Type Questions

- a) What are the different types of guides found in a library?
- b) Write a note on shelf list.

- c) What are the steps that are to be taken to maintain the books in the shelves?
- d) What type of collection should be weeded in the library?

B) Essay Type Questions

- a) Write a descriptive note on binding.
- b) What do you mean by stock verification? Describe the need and procedure.
- c) Discuss how one has to determine the worth of a library collection.
- d) Describe the library weeding activity.

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UNIT 6: PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS

UNIT STRUCTURE

- 6.1 Learning Objectives**
- 6.2 Introduction**
- 6.3 Preservation and Conservation**
- 6.4 Print Material Preservation and Conservation Techniques**
- 6.5 Digital Media Preservation and Conservation Techniques**
- 6.6 Preservation of Some Other Materials**
- 6.7 Let Us Sum Up**
- 6.8 Further Readings**
- 6.9 Answers to Check Your Progress**
- 6.10 Possible Questions**

6.1 LEARNING OBJECTIVES

After going through this unit you will be able to

- Know about preservation and conservation;
- Explain the procedure of print material preservation and conservation;
- Find out the ways as to how digital document can be preserved;
- Know about the biological agents that create threat to documents;
- Define microfilming and digitization.

6.2 INTRODUCTION

The library houses the document by considering the long-term preservation of the items while still allowing the end user to access the material easily. But all library collections experience damage from use and decay from the aging. So there is a need of preservation and conservation of library materials.

Books and other materials suffer damage or deterioration because of several groups of factors, some inherent in the materials and others beyond the control of the library. Library holdings may begin to deteriorate because of the organic materials from which they are made. Each type of material - paper, glue, plastic, etc - that goes into the manufacture of a book, recording or optical media has its own combination of physical and chemical properties, and a life span. The other factors include all of the conditions surrounding the processing, storage and use of the materials.

6.3 PRESERVATION AND CONSERVATION

Preservation is the task of minimizing or reducing the physical and chemical deterioration of documents. Conservation is the maintenance of documents in a usable condition through treatment and repairs of individual items to slow the process of decay or to restore them to a usable state. Conservation includes study, diagnosis, preventive care, examination, treatment, documentation using any methods that may prove effective in keeping that property in as close to its original condition as possible and for as long as possible. The conservation actions are carried out for a variety of reasons including; aesthetic choices, stabilization, needs for structural integrity or for cultural requirements for intangible continuity.

a) Need of Preservation and Conservation: When an important, often used book is found in a poor physical condition that restricts its future use and denies the borrower the pleasure of its reading, then the need arises for its preservation and conservation. The need of preservation and conservation are-

- i) *Compendium of Information:* Books, journals, newspapers are the sources of information. They reflect social, economic, political and cultural life. They also depict the latest trend on all subjects or topics and, as such, they are a valuable asset of our society.
- ii) *Raw Materials of History:* The old reading material constitutes the raw materials of our history and provides background information about an event in history. Nostalgia for such works is another point of consideration.

- iii) *Wide Range of Users*: Everyone from a child to an old man, from layman to researchers, turns to information even after hundred years of the publication of the material.
- iv) *Future and Heavy Use*: Hard copies of the old as well as new materials are prone to decay. So, to provide continuous and wider access to the collection preservation is a must.
- v) *Rare Materials*: Manuscripts and other materials are of immense value from the cultural and historical point of view and therefore they need to be preserved. Priority should be given to high-value, at-risk materials of national interest. The purpose shall be to serve preventive preservation, as well as security, goals by reducing the handling of the originals.

b) Strategies in Preservation and Conservation

- i) *Document Selection*: If preservation and conservation practices will be followed then the goal should be to bring as many worthy collections as possible for the document at risk to improve access.
- ii) *Options*: Choosing the options that will be followed to meet the requirements of the custodial function of the library as well as its current use.
- iii) *Budget*: Preparing a budget for the preservation and conservation of the reading materials, including cost in procuring equipments, and others.
- iv) *Procuring Necessary Infrastructure*: According to the option chosen for preservation necessary infrastructure should be developed. In case of digital preservation necessary hardware and software should be procured. If possible the archive or library can go for automated management systems that will manage digital resources for acquisition, use, and archiving automatically.
- v) *The Conservation Laboratory*: Conservators routinely use chemical and scientific analysis for the examination and treatment of the works. The modern conservation lab uses equipment such as microscopes, spectrometers, and x-ray machines to understand

better the objects and their components. The data thus collected help in deciding the conservation treatments to be provided to the object.

c) Types of Preservation and Conservation Techniques

- i) *Preventive Conservation*: Many cultural works are sensitive to environmental conditions such as temperature, humidity and exposure to light and ultraviolet light. Taking sufficient measures to protect materials in a controlled environment where such variables are maintained within a range of damage-limiting levels is called preventive conservation.
- ii) *Interventive Conservation*: Interventive Conservation refers to any act by a conservator that involves a direct interaction between the conservator and the cultural material. These interventive treatments could involve cleaning, stabilizing, repair, or even replacement of parts of the original object or consolidation such as securing flaking paint.

d) Ethics in Conservation: The conservator applies some simple ethical guidelines, such as:

- i) *Minimal Intervention*: It is essential that the conservator should fully justify the intervention for conservation if necessary before the work is undertaken and if necessary after the work is over.
- ii) *Reversible Methods*: Using appropriate materials and methods that aim to be reversible to reduce the possible problems with future treatment, investigation, and use is one of the guiding principles of conservation. It means, that all interventions with the object should be fully reversible, and the object should be able to be returned to the state in which it was prior to the conservator's intervention. This principle nowadays has been widely criticized within the conservation profession itself.
- iii) *Complete Documentation*: Complete documentation of the work carried out before, during, and after the treatment is necessary. It is a must for all kinds of documents as it will provide what was done with the document in the past and accordingly it helps in taking the right decision in future treatment process.

6.4 PRINT MATERIAL PRESERVATION AND CONSERVATION TECHNIQUES

- a) **Environmental Remedies:** Poor qualities of building where books are stored and extreme climatic conditions create damage and decay of the library materials. The key environmental factors include temperature, relative humidity, pollutants, and light exposure. Books stored in cool, dry, dark areas generally have a much longer life span than those housed in hot, humid, brightly lighted areas. Constant or stabilized levels of temperature and humidity are less harmful than the fluctuating levels.

Maintenance of suitable environmental condition is the base on which all other preservation and conservation activities rest. Each material has its own unique temperature and humidity factor. Thermometers, Hygrometers, Humidity indicator strips, Hygrothermometer (for monitoring temperature and relative humidity) are generally used to monitor the environmental factor. Light meter and ultraviolet meter can be used to measure the exposure of light to the documents. The use of climate-controlled storage facility is the best way to maintain a suitable environment. Let us discuss these factors in more details-

- i) *Temperature:* Lower temperature is good for a collection in a library. However, since books and other materials are often housed in areas with people, a compromise must be struck to accommodate human comfort. A reasonable temperature to accomplish both goals is 65-68°F. However, if possible, film and photography collections should be kept in a segregated area at 55°F.
- ii) *Humidity:* Books and other materials take up and give off moisture, making themselves sensitive to relative humidity. Very high humidity encourages **mold** and insect growth. Low humidity causes materials to lose their flexibility. Fluctuations in relative humidity are more damaging than a constant humidity in the middle or low range. Generally, the relative humidity should be between 30-50% with

as little variation as possible, however recommendations on specific levels to maintain vary depending on the type of material, i.e. paper-based, film, etc.

iii) **Light:** Exposure to light also has a significant effect on library materials. It is not only the light visible to humans that can cause damage, but also ultraviolet light and infrared radiation. Light is measured in **lux** or the amount of lumens/m². The generally accepted level of illumination with sensitive materials is limited to 50 lux per day. Materials receiving more lux than recommended can be placed in dark storage periodically to prolong the original appearance of the object. Using ultraviolet filter on windows and light will also help.

iv) **Pollutants:** Particulate and gaseous pollutants, such as ozone, sulfur dioxide, oxides of nitrogen, soot, can cause dust, soiling, and causing irreversible molecular damage to materials. Pollutants are exceedingly small and not easily detectable or removable. The introduction of the “Heating, Ventilating, and Air Conditioning” (HVAC) filtration system in the building will be helpful defence against the pollutants.

b) Controlling Biological Agents: Pests, such as insects and vermin, eat and destroy paper and the adhesive that secures book bindings. Food and drink in libraries, archives, and museums can increase the attraction of pests. They are most common in cool, damp, dark, and undisturbed areas of libraries, archives, and museums

In general, if materials are stored in a clean, cool, and dry environment, and looked at and dusted occasionally, the risk of damage by insects is greatly reduced, and problems will be detected before a lot of damage is done. An Integrated Pest Management system is one way to control pests in libraries.



Mold: A fine, soft, green, grey or black substance like fur that grows on objects that are left in wet air.



Lux: Unit of illumination.

Common Term (Family) [Scientific Name]	Type of Damage	Photographs
Beetles (Anobidae) [Xestobium rufovillosum, Dermestes lardarius, Attagenus unicolor, Stegobium paniceum]	Will tunnel through paper, attack leather- bound books	
Booklice (Psocoptera) [Liposcelis divinatorius, Trogium pulsatorium]	Feeds on microscopic molds and other organic matter found on book and its bindings.	
Cockroach (Blattaria) [Blattella germanica]	Degraded paper or the starch-based binding pastes	
Moths (Lepidoptera) [Hofmannophila pseudospretella, Tineola bisselliella]	Attack cloth bindings	
Silverfish (Thysanura) [Lepisma saccharina]	Degraded paper or the starch-based binding pastes	
Spiders (order Araneae)	Live/dead ones provide nutrients for other pests	
Termites / White ants (Isoptera) [Cryptotermes cavifrons]	Damage paper, books,	

To kill the cockroach or black beetles, Gemmaxene or DDT powder may be used. These insects can also be repelled by camphor and naphthalene. Fumigation and naphthalene bricks are more effective to kill bookworms. To eliminate termites or white ants carbon bisulphide or carbon tetrachloride can be used. Solignum oil may also be used in stack rooms as a precaution. Boric acid and sodium fluoride and flour (12: 100) can be used against silver fish. Book lice, fish insects can be avoided by using ethylene, carbondioxide and formaldehyde vapours. A mixture of thymal crystal (100 gm), mercuric bichloride (4 gm), ether (200 cc) and benzene (400 cc) can be used to destroy the fungus layers.

- c) **Mass Deacidification:** Acidic paper especially when exposed to light, air pollution, or high relative humidity, becomes yellow and brittle over time. Mass deacidification is a possible measure against the degradation of paper in old books. The purpose of deacidification is to neutralize acids and to deposit in paper a buffer that will protect the document from the formation of acid in future. During mass deacidification an alkaline agent is deposited in the paper to neutralize the existing acid and prevent further decay. The goal of the process is to increase the pH of acidic paper on a large scale. The deacidification may be aqueous and non aqueous in nature.
- d) **Remedies for Poor Qualities of Paper / Binding:** Many reading materials that were published before 1950 were printed on very poor quality paper. Print materials in developing countries are often created using fragile, non-lasting paper product and ink. Creating and adopting a minimum standard of quality in terms of paper and ink, types of binding, etc is the only viable solution in this regard.

Library binding is the term used to describe the method of binding serials, and re-binding paperback or hardcover books, for use within libraries. Library binding increases the durability of books, as well as making the materials easier to use. It is a way to increase the life of the books and periodicals used in libraries. This is done by sewing the

pages in place and by reinforcing the spine for each volume. The goal of library binding is long-term preservation.

e) Human Being as an Agent of Damaging Books: No type of material which circulates is safe from possible destruction. The damage to the books and other reading material is also caused by human beings due to its over-use, neglect, and such factors. The kind of book-return facilities provided and even the procedures used by the staff members responsible for processing and shelving materials also cause the deterioration of library materials. Books which are tossed around, dropped in a puddle or gnawed by the dog are lost to the collection. Therefore, proper care in handling the material should be ensured while the reading materials are in the hands of the users. The user awareness can do a lot in this regard. Shelveers can be taught to shelve materials properly, avoiding packing shelves too tightly or placing books with fore-edges down. When processing new materials, librarians should be careful about their use of tape or paper clips or other suppliers which might react harmfully with the materials being added to the collection.

f) Preservation Reformatting: Preservation Reformatting is the task of complete conversion of the material into another format to preserve the library's collections and offer broad public access to at-risk materials. It means duplication of the material into another stable medium or format. "The goal of preservation reformatting is to permit ongoing access to that portion of the information embodied in source materials that has been identified as essential to their continued usefulness for articulated purposes". "The goal of preservation reformatting is not necessarily to create an exact replacement copy with the look, feel, and functionality of the original".

The goal of preservation reformatting is to make copies that have the features that are required to meet anticipated needs. This goal may be facilitated by:

- i) Instituting a quality control programme using relevant standards and systems to ensure that copies are complete, legible, and free from artifacts;
- ii) Confirming that systems are operating consistently at optimal levels;
- iii) Inspecting systematically an appropriate number of samples (in some cases 100%);
- iv) Documenting processes.

Different physical formats (photographs, negatives, and items with color) with different size, (bound and single-sheet paper materials) and with different characteristics are suitable for preservation reformatting and with the advent of new technologies this list of physical formats and characteristics are expanding day by day.

The archive can think of restricting the access to the analog version of the original item, paper facsimile, or microfilm copy after the reformatting is available for use.

- i) *Microfilming*: Microfilm deals with the reduction of documents to such a small size that it can be read only with the help of optical assistance. It has slow rate of decay and so can be preserved for hundreds of years. But, microfilming has limited access possibilities (no searchable text) as compared to the high use and its competitor digitization. Again, many people consider microfilming as a dying technology taking consideration of the rare nature of microfilming equipment. Microfilming is governed by carefully crafted national standard; can be read by the naked eye provided light and magnification systems are there. These are some of the advantages. The microfilm documents will fulfil the need of creation of duplication from the Master Negative Collection. The master negative will be accompanied by the reel ID, title, date, S. No., etc. In all cases if microfilming is to be followed, then it must adhere to the standards for preservation of microfilming established by the American National Standard for Image and Information Management (ANSI), the Association for Information and Image

Management (AIIM), the Research Libraries Group (RLG), and the Library of Congress.

- ii) *Digitization of Material / Digital Reformatting*: Digitization is the process by which analog items (that include books, journals, newspaper, etc) are converted into computer readable text consisting of a sequence of 0s and 1s as a surrogate of the original. It is very hard to retrieve specific kind of information from a huge volume of information as it needs manual scanning page by page and to use the computer for searching all the information together needs reformatting to digital copies. So for the creation of different digital access aids that will include guides, indices, and databases to search and browse the huge volume of information collection, digitization is a must. In short, it will speed up the process of finding relevant information and extend access and assist the preservation. The digital surrogates perform a preservation function by reducing or eliminating the use of the original.

Digital reformatting is guided by the best established practices to ensure that materials are being converted at the highest quality. Reformatting, or in any other way copying an item's contents, raises obvious copyright issues; so before accepting digitization proper attention should be given in this regard also.

A hybrid approach can also be used for preservation, combining the usefulness of both the options of microfilm and digitization at the same time. It addresses long term storage through microfilming while the current use is through digitization. It is the best preservation reformatting option to choose if fund is not a problem for the library.

- g) **Environmental Catastrophe**: The unpredictable disasters like fires, floods, storms, or even broken pipes within the library building may lead to very extensive damage of the collection. These are generally beyond the control of the librarian but it is possible to develop emergency plans for handling the collection and in some cases for

preventing the disaster (fires). If a major catastrophe strikes the library, which actions will be taken first and who will take them? The responsibilities must be assigned well before the event.

h) Appointment of Preservation and Conservation Librarian: Some libraries in the world appoint a special preservation and conservation librarian to look after the works of preservation and conservation. Other bigger libraries can also think on the same line. Smaller libraries cannot afford such a full time staff member, but it is still possible for an interested and knowledgeable librarian to be assigned the responsibility on a part-time basis.

Political instability in some regions in the past led to the destruction of many libraries and collections. Libraries as an individual institution cannot do much in this regard.

6.5 DIGITAL MEDIA PRESERVATION AND CONSERVATION TECHNIQUES

Digital preservation is defined as a long-term, error-free storage and management of digital information, with means for retrieval and interpretation. Digital preservation requires more constant and ongoing attention than preservation of other media. This constant input of effort, time, and money to handle rapid technological and organizational advance is considered the main stumbling block for preserving digital information. Indeed, while we are still able to read our written heritage from several thousand years ago, the digital information created merely a decade ago is in serious danger of being lost, creating a digital Dark Age. The following two terminologies are used in conjunction with digital preservation

a) Digital Curation: Digital curation is the selection, preservation, maintenance, and collection and archiving of digital assets. It is the process of establishing and developing long term repositories of digital assets for current and future reference by researchers, scientists, and historians, and scholars generally.



Obsolescence: The state of becoming out of fashion and no longer useful.

b) Digital Obsolescence: Digital obsolescence is a situation where a digital resource is no longer readable because the physical media (modes of digital encoding, data –storage medium, standards for encoding images and films), the reader required to read the media, the hardware, or the software (operating systems and general or specialized software) that runs on it is no longer available.

Digital technology is developing extremely fast, and one retrieval and playback technology can become obsolete in a matter of years. When faster, more capable and cheaper storage and processing devices are developed, the older version gets replaced almost immediately. Even different computer “standards” are only for some time, and in the end are always replaced by new versions of the software or completely new hardware.

Only continual forward-migration of files and information to the latest data-storage standards can address the issue of digital obsolescence. File formats should be widespread, backward compatible, often upgraded, and, ideally, open format. The National Initiative for a Networked Cultural Heritage cites uncompressed Tagged Image File Format (TIFF) and Portable Document Format (PDF) (for images) and American Standard Code for Information Interchange (ASCII) and Rich Text Format (RTF) (for text) as “de facto” formats that are unlikely to be rendered obsolete in the near future.

The preservation of digital media includes the following techniques

a) Avoiding Physical Deterioration of Media: The media on which digital contents are stored are more vulnerable to deterioration and catastrophic loss than some analog media such as paper. While acid paper is prone to deterioration in terms of brittleness and yellowness, the deterioration does not become apparent for at least six decades; and when the deterioration begins, it progresses slowly. It is also highly possible to retrieve all information without loss after deterioration is spotted. The recording media for digital data deteriorate at a much

more rapid pace, and once the deterioration starts, in most cases there is already data loss. This characteristic of digital forms leaves a very short time frame for preservation decisions and actions. So it should be avoided as far as possible by maintaining an appropriate environmental condition.

- b) Refreshing:** Refreshing is the task of transferring contents between two types of the same storage medium. Sometimes transferring the data from one long term storage medium to another is also termed as refreshing. It addresses the issues related to media obsolescence. Examples include transferring contents from floppy to CD and then to DVD and then to Blue ray and so on. Transferring census data from an old preservation CD to a new one is also one example of refreshing.

The refreshing strategy may need to be combined with migration when the software or hardware required to read the data is no longer available or is unable to understand the format of the data. Refreshing will always be necessary due to the deterioration of physical digital media.

- c) Replication:** Replication is the process of creating multiple copies of the digital document and keeping them in multiple locations. Sometimes it is the best means of preserving cultural resources by lowering the risk of loss. Data that exists as a single copy in only one location is highly vulnerable to software or hardware failure, intentional or accidental alteration, and environmental catastrophes like fire, flooding, earthquake, etc. Digital data is more likely to survive if it is replicated in several locations. This goal may be facilitated by following standards and guidelines that mandate producing a master copy for long-term storage and preservation, and producing used copies derived from the master copy in the format that best satisfies the users' needs.
- d) Bit-stream Copying (Backing up data):** Backing up data refers to the process of making an exact duplicate of the original digital object and it should be followed by remote storage so that the original and the copy document does not become victims of the same disastrous

event. This is an essential preservation strategy for data loss due to hardware and media failure, normal malfunction and decay, malicious destruction or natural disaster.

- e) **Migration:** The biggest problem to the digital media preservation is the storage format evaluation and its obsolescence. Migration can address this issue. It is the transferring of data to newer system environments and the process of transferring information from one generation computer system to the next available computer generation that is advanced in nature. It also deals with the process of transferring information from one obsolete file format to a new standard file format. This may include conversion of resources from one file format to another (e.g. conversion of Microsoft Word to PDF or Open Document, from one operating system to another (e.g., Windows to Linux) or from one programming language to another (e.g., C to Java) so that the resources remain fully accessible and functional. Resources that are migrated face the risk of losing some type of functionality since newer formats may be incapable of capturing all the functionality of the original format, or the converter itself may be unable to interpret all the functionality of the original format. The latter is often a concern with proprietary data formats.

- f) **Emulation:** Emulation uses emulator, a special kind of software that translates code and instructions from one computing environment (original obsolete software) to execute in a new platform so that the digital form can be viewed and used.

Emulation is the replicating of functionality of an obsolete system. Examples include emulating an Atari 2600 on a Windows system or emulating WordPerfect 1.0 on a Macintosh. Emulators may be built for applications, operating systems, or hardware platforms. Emulation has been a popular strategy for retaining the functionality of old video game systems, such as with the MAME project.

- g) **Metadata Attachment:** Metadata is data on a digital file that includes information on creation, access rights, restrictions, preservation history,

and rights management. Metadata attached to digital files may be affected by file format obsolescence. ASCII is considered to be the most durable format for metadata because it is widespread, backwards compatible when used with Unicode, and utilizes human-readable character, not numeric codes. It retains information, but not the structure information it is presented in. For higher functionality, Standard Generalized Markup Language (SGML) or Extensible Markup Language (XML) should be used. Both markup languages are stored in ASCII format, but contain tags that denote structured format. The long term storage of digital information is assisted by the inclusion of preservation metadata.

- h) Analogue Backups:** It is the process of the conversion of digital objects into analogue format. It is useful to the document that deserves the highest level of merit and protection from being lost. The analogue backup of printed document can be created by taking a printout of the document and then binding it.
- i) Technology Preservation (Computer Museum):** It deals with the preservation of the technology in which the digital information was created and maintained. It deals with the issues of preserving the technology including hardware and software configuration. It is very helpful in extending access to media obsolescence and file formats.
- j) Digital Archaeology:** Digital archaeology includes methods and procedures to rescue the content from damaged media, hardware or software environments.

6.6 PRESERVATION OF SOME OTHER MATERIALS

- a) Web Resources Preservation:** According to a report by the US Library of Congress, 44% of the site available on the internet in 1998 had vanished one year later. Web archiving is the process of collecting portions of the World Wide Web and ensuring that the collection is preserved in an archive, such as an archive site, for future researchers, historians, and the public. The Internet Archive is a non-profit digital

library with the stated mission of universal access to all knowledge. It offers permanent storage and access to collections of digitized materials, including websites, music, moving images, and books. The Internet Archive was founded by Brewster Kahle in 1996.

- b) Film Preservation:** The film preservation, or film restoration, movement is an ongoing project among film historians, archivists, museums, cinemathèques, and non-profit organizations to rescue decaying film stock and preserve the images contained therein. In the widest sense, its aim is to assure that a movie will continue to exist, as close to its original form as possible. Films are highly inflammable. So, necessary action should be taken so that in no case it comes in contact with high temperature.

Like print, digital media, and film, the paintings, photographs, phonograph also demand some special preservation techniques.

CHECK YOUR PROGRESS

A) Match the Following

- | | |
|------------------------------|---|
| a) Biological agents. | a) HVAC filtration system. |
| b) Pollutants. | b) Food and drinks in the library. |
| c) Preventive conservation. | c) Direct interaction between the conservator and the material. |
| d) Interventive Conservation | d) Maintenance of physical environment. |

B) Fill in the Blanks

- In mass deacidification an agent is deposited in the paper to neutralize existing acid.
- In mass deacidification of acidic paper is increased.
- Preservation reformatting is the task of complete conversion of the material into another
- The hybrid approach of preservation reformatting address long term storage through while current use through



6.7 LET US SUM UP

Prevention of deterioration measures significantly extends the usual life of all types of documents and must need to be implemented. In doing so, the person concerned should work with curators, recommending officers, and other preservation staff to make decisions about binding, housing, and related matters.

Remedies against environmental damage of reading material include shielding from sunlight, air conditioning and such others in all walk of the material such as in store, on display, or in transit.

The storage areas should be clean and clutter, dust, dirt etc should not be allowed to accumulate within the storage areas. When the books are in the shelf, safe storage or use of proper storage cabinet by way of keeping the valuable reading material in box and keeping documents in between metal supporters provide protection against mechanical damage. It also helps the document in being free from dust, dirt and direct exposure of light.

Insects, mold, rodents are dangerous for a document. Generally pests are attached by clutter and the food remnants. So, eating, drinking etc should be prohibited in a place where collections are kept. During cleanliness all necessary measures should be taken so that cleanliness itself does not damage the fragile materials. In the library, disaster recovery plan should be put in place.

Repairing of document includes use of adhesive, repairing tears etc. Tears in leaves can be carefully aligned and repaired with the strips of Japanese paper and a starch paste or other suitable adhesive that bears the quality of good conservative. This process should be followed by binding. Generally library binding is considered good for many kinds of documents. The special collection should be treated specially.

Because of the big volume of library material having chances of deteriorating widely, diverse material and methods for preserving them involves considerable cost. It will be therefore, if the libraries are turning to cooperative arrangements for preservation.



6.8 FURTHER READINGS

- 1) Das, S. R. (2008). *Manual of Library Information*. New Delhi: Arise Publishers & Distributors.
- 2) Hyde, James H. (2003). *Library collection management*. New Delhi: Dominant Publishers and Distributors.
- 3) John V. Richardson Jr. (1987). *Bookworms: The Most Common Insect Pests of Paper in Archives, Libraries, and Museums*, Available over web: <http://jvrichardsonjr.net/insects/pests.htm>



6.9 ANSWERS TO CHECK YOUR PROGRESS

A) Match the Following

- | | |
|------------------------------|---|
| a) Biological agents. | a) Food and drinks in the library. |
| b) Pollutants. | b) HVAC filtration system. |
| c) Preventive conservation. | c) Maintenance of physical environment. |
| d) Interventive Conservation | d) Direct interaction between the conservator and the material. |

B) Fill in the Blanks

- a) Alkaline.
- b) pH.
- c) Format.
- d) Microfilming, Digitization.



6.10 POSSIBLE QUESTIONS

A) Short Answer Type Questions

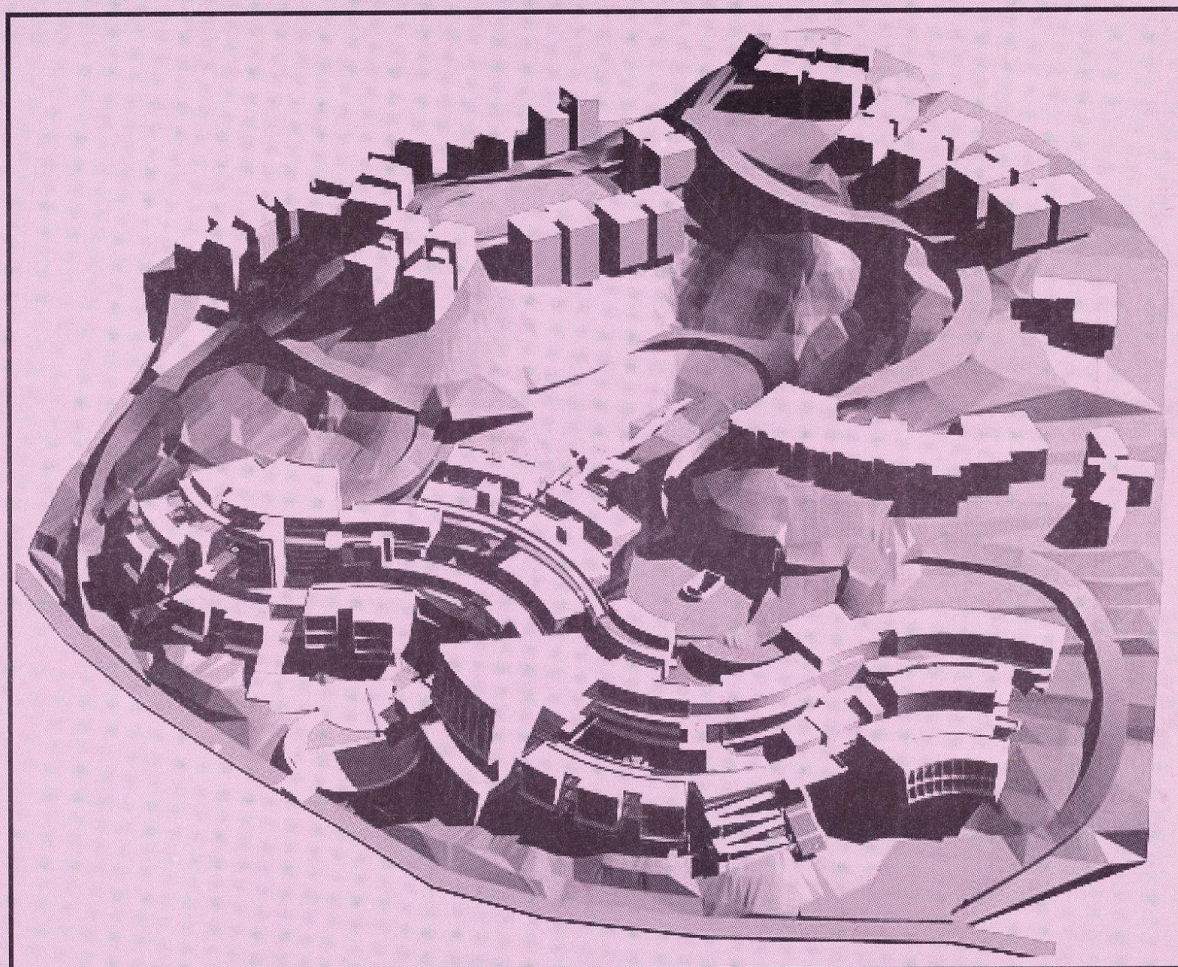
- a) What do you mean by preservation and conservation? Why are they needed?
- b) What are the ethics of conservation?
- c) What are the environmental remedies for the document to maintain in a usable condition?
- d) How can we control the biological agent in the library?
- e) What do you mean by “digitization”?

B) Essay Type Questions

- a) Describe the print material preservation and conservation techniques.
- b) Describe preservation reformatting in the library.
- c) Describe the ways by which digital documents can be preserved.

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**Master Plan
of
University's Permanent Campus at Patgaon, Rani
(Aerial View)**



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www.kkhsou.org; <http://sites.google.com/site/kkhsou>